

Tuesday June 18, 2019

**BOARD OF DIRECTORS
AMADOR FIRE PROTECTION DISTRICT
COUNTY ADMINISTRATION CENTER**

810 Court Street
Board of Supervisors Chambers
Jackson, California 95642

***AMENDED* AGENDA**

-- 10:30a.m. --

Please Note: All Board of Directors meetings are recorded.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the Clerk of the Board staff, at (209) 223-6391 or (209) 223-6646(fax). Requests must be made as early as possible and at least one-full business day before the start of the meeting. Assisted hearing devices are available in the Board Chambers for public use during all public meetings.

Pursuant to Government Code 54957.5, all materials relating to an agenda item for an open session of a regular meeting of the Board of Directors which are provided to a majority or all of the members of the Board by Board members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, at and after the time of such distribution, in the office of the Clerk of the Board of Directors, 810 Court Street, Jackson, California 95642, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for County holidays. Materials distributed to a majority or all of the members of the Board at the meeting will be available for public inspection at the public meeting if prepared by the members of the Board or District staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials that are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.2.

PLEDGE OF ALLEGIANCE

AGENDA: Off-agenda items must be approved by the Board pursuant to Section 54954.2 of the Government Code.

PUBLIC MATTERS NOT ON THE AGENDA: Discussion items only; no action will be taken. Any person may address the Board at this time upon any subject within the jurisdiction of the AFPD Board of Directors; however, any matter that requires action may be referred to staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. **Please note - there is a five (5) minute limit per topic.**

PRESENTATIONS

- (1) ACKNOWLEDGMENT OF NEW VOLUNTEER:** Welcome Mr. Chaz Thomas-Cober as the District's newest volunteer member.

PUBLIC HEARINGS

- (2) CONTINUED PUBLIC HEARING FROM MAY 21, 2019, REPEAL OF ORDINANCE 002 AND ADOPTION OF ORDINANCE 007 INCREASE TO FEE SCHEDULE:**
Discussion and possible action relative to subject matter.

ADMINISTRATIVE MATTERS

- (3) RE-ALIGNMENT OF CURRENT AMADOR FIRE RESPONSE AREAS:** Discussion and possible action relative to subject matter.

- (4) **VEHICLE MAINTENANCE REPORT:** Report of expenses for maintenance and repair of District vehicle fleet.
- (5) **AUTHORIZATION FOR VEHICLE PURCHASE:** Discussion and possible action relative to Board authorization to purchase Cal OES SAFER Act Type 1 fire apparatus.
- (6) **CAL OES 130 RESOLUTION FOR DESIGNATION OF APPLICANTS AGENT FOR NON STATE AGENCIES:** Discussion and possible action relative to approval of subject resolution.
- (7) **AGREEMENT WITH WITTMAN ENTERPRISE LLC:** Discussion and possible action relative to approval of resolution approving agreement with Wittman Enterprise LLC for professional first responder fee billing services.
- (8) **PRELIMINARY BUDGET:** Review and approval of the 2019/2020 fiscal year preliminary budget and scheduling the public hearing for the final budget on July 16, 2019 at 10:30a.m..

MISCELLANEOUS MATTERS

- (9) **MINUTES:** Review and approval of the regular minutes of the Board of Directors meeting of May 21, 2019, as presented or revised.

CLOSED SESSION may be called for labor negotiations (pursuant to Government Code §54957.6), personnel matters (pursuant to Government Code §54957), real estate negotiations/acquisitions (pursuant to Government Code §54956.8), and/or pending or potential litigation (pursuant to Government Code §54956.9).

- (10) **CLOSED SESSION MINUTES:** Review and approval of the closed session minutes of the Board of Directors meeting of May 21, 2019, as presented or revised.

ADJOURNMENT

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 06/18/2019

From: Walter White
(Department Head - please type)

Phone Ext. x391

- ☒ Regular Agenda
☐ Consent Agenda
☐ Blue Slip
☐ Closed Session

Meeting Date Requested:

06/18/2019

Department Head Signature Walt White

Agenda Title:

Acknowledgement of New Volunteer Chaz Cober-Thomas

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

We would like to introduce our newest member of the volunteer staff, Mr. Chaz Cober-Thomas. Mr. Cober-Thomas has previous firefighter experience in both Arizona and Oregon and will be a great addition to our volunteer team.

Recommendation/Requested Action:

Presentation Only

Fiscal Impacts (attach budget transfer form if appropriate)

n/a

Staffing Impacts n/a

Is a 4/5ths vote required?

Yes ☐

No ☒

Contract Attached:

Yes ☐

No ☐

N/A ☒

Resolution Attached:

Yes ☒

No ☐

N/A ☐

Ordinance Attached

Yes ☐

No ☐

N/A ☒

Comments:

Committee Review?

N/A ☒

Name

Committee Recommendation:

Request Reviewed by:

Chairman _____ Counsel _____

Auditor _____ GSA Director _____

CAO _____ Risk Management _____

Distribution Instructions:

n/a

FOR CLERK USE ONLY

Meeting Date

Time

Item #

Board Action: Approved Yes ___ No ___ Unanimous Vote: Yes ___ No ___

Ayes: _____ Resolution _____ Ordinance _____ Other: _____

Noes _____ Resolution _____ Ordinance _____

Absent: _____ Comments: _____

Distributed on

A new ATF is required from

Department

For meeting

of

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador Fire Protection District.

ATTEST: _____

AFPD Board Clerk

Completed by

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 06/18/2019

From: Walter White
(Department Head - please type)

Phone Ext. x391

<input checked="" type="checkbox"/>	Regular Agenda
<input type="checkbox"/>	Consent Agenda
<input type="checkbox"/>	Blue Slip
<input type="checkbox"/>	Closed Session
Meeting Date Requested:	
<u>06/18/2019</u>	

Department Head Signature Walt White

Agenda Title: Continued Public Hearing Repeal Ordinance 002 & Adoption of Revised Ordinance 007 Increased Fee Schedule

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Discussion and possible action relative to repealing Ordinance 002 and adopting Revised Ordinance 007 Establishing a Fee Schedule for Plan Review, Inspections, and Providing Reports with the Amador Fire Protection District. Fee increase based on revised nexus study performed by Matrix Consulting Group.

Recommendation/Requested Action:

Approve Ordinance as Presented

Fiscal Impacts (attach budget transfer form if appropriate)

Staffing Impacts

Is a 4/5ths vote required?

Yes ☐

No ☒

Committee Review?

N/A ☒

Name _____

Committee Recommendation: _____

Contract Attached:

Yes ☐

No ☐

N/A ☒

Resolution Attached:

Yes ☐

No ☐

N/A ☒

Ordinance Attached

Yes ☒

No ☐

N/A ☐

Comments: _____

Request Reviewed by:

Chairman _____

Counsel _____

Auditor _____

GSA Director _____

CAO _____

Risk Management _____

Distribution Instructions: _____

FOR CLERK USE ONLY

Meeting Date _____

Time _____

Item # _____

Board Action: Approved Yes ___ No ___

Unanimous Vote: Yes ___ No ___

Ayes: _____ Resolution _____ Ordinance _____ Other: _____

Noes: _____ Resolution _____ Ordinance _____

Absent: _____ Comments: _____

Distributed on _____

A new ATF is required from _____

Department _____

Completed by _____

For meeting _____

of _____

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador Fire Protection District.

ATTEST: _____

AFPD Board Clerk

ORDINANCE NO. AFPD 007

AN ORDINANCE ESTABLISHING A FEE SCHEDULE FOR PLAN REVIEW, INSPECTIONS AND PROVIDING REPORTS
WITH THE
AMADOR FIRE PROTECTION DISTRICT

The Board of Directors of the Amador Fire Protection District ordains as follows:

WHEREAS, Amador Fire Protection District Ordinance No. 002, An Ordinance Establishing a Fee Schedule for Plan Review, Inspections, and Providing Reports with the Amador Fire Protection District, is hereby repealed in its entirety.

WHEREAS, budgetary consideration has required that a charge be made to defray the District's cost of performing plan review and inspection functions related to new development, tenant improvement and alteration projects, fire code compliant inspections, and the cost of providing reports prepared by the District.

WHEREAS, California Health and Safety Code Section 13916, Section 13917, Section 13918, Section 13919 together with California Government Code Section 6103.7 authorizes the District to adopt a fee schedule to defray the cost of providing this service to the general public; and

WHEREAS, the review of construction plans and specifications by the District and their subsequent inspection to assure that fire safety equipment and design criteria have been installed and are continued in working order protects the health and safety of the general public and preserves life and property.

NOW THEREFORE THE BOARD OF DIRECTORS OF THE AMADOR FIRE PROTECTION DISTRICT DOES ORDAIN TO ESTABLISH A FEE SCHEDULE AS FOLLOWS:

Plan Review, Subdivision

Minor (4 lots or less)	\$152.00
Each additional Lot	\$34.00

Plan Review/ Inspection

New Commercial Plan Review	\$88.00/review
New Commercial Inspection (Up to 5000sqft)	\$88.00/inspection
New Commercial Inspection (Over 5000sqft)	\$152.00/inspection

Tenant Improvement Including Plan Review & Inspection.	\$88.00/hr
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Civil Plans Including Plan Review & Inspection.	\$88.00/hr
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Underground hydro test (Buried Water Mains)	\$184.00
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High hazard applications, processes/storage	\$88.00/hr
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Automatic commercial sprinkler system	\$344.00 per floor/riser & \$1.00/head
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Automatic residential sprinkler system Plan Review	\$88.00/model
Automatic residential sprinkler system Inspection (Hydro & Visual)	\$216.00

Automatic fire extinguishing system (non-sprinkler)

Hood and Duct system	\$216.00
Other system	\$88.00/hr
Spray Booths	\$257.00

Fire/flow-tamper alarm system

Dedicated Function (Specialized System)	\$184.00
Building Fire Alarm	\$312.00
Per Device	\$5.00

Fire hydrant inspection/flow test	\$88.00/hr
<u>Commercial Water Storage System (Rural Areas)</u>	
Tank	\$184.00
Fire Pump (Sprinkler Systems & Hydrants)	\$344.00
<u>State mandated inspections</u>	
Daycare, Public assembly, Board and Care	\$152.00 (except for facilities w/fee set by State)
Above ground fuel storage tanks (New or Closure)	\$152.00
<u>Temporary structure, requiring fire clearance</u>	
Construction Office, Tents, Canopies, Membrane Structures	\$152.00
<u>Additional inspections</u>	
Medical Gas System	\$184.00
Commercial Business Inspections	\$152.00
Malfunction or non-compliance	\$88.00/hr
Other inspections as required	\$88.00/hr
Project consultation rate	\$88.00/hr
Other	\$88.00/hr
Fire Report	\$21.00
Penalty for failure to secure required permit or approval	Twice the original fee

These fees may be increased in the future by District resolution consistent with applicable law, including but not limited to annual adjustments to the fee model provided as part of the comprehensive study provided by Matrix Consulting Group May of 2019.

The cost of the plan checking, inspections, testing or reports shall be paid for, in advance, by the responsible party to the Amador Fire Protection District, 810 Court Street, Jackson, CA. If the exact amount of cost is unknown, a projected cost will be determined and a deposit paid in that amount.

This ordinance shall become effective thirty (30) days from the date of passage.

The foregoing ordinance was duly passed and adopted by the Board of Directors of the Amador Fire Protection District at a regular meeting thereof, held on the 18th day of June, 2019, by the following vote:

AYES:

NOES:

ABSENT:

President, Board of Directors

ATTEST:
LINDSEY CLARK, Clerk of the
Amador Fire Protection District
Amador County, California

Report on the Cost of Services (User Fee) Study

AMADOR FIRE PROTECTION DISTRICT,
CALIFORNIA

matrix 
consulting group

June 2019

1. Introduction and Executive Summary

The report, which follows, presents the results of the Cost of Services (User Fee) Study conducted by the Matrix Consulting Group for Amador Fire Protection District.

1 PROJECT BACKGROUND AND SCOPE OF WORK

The Amador Fire Protection District was created in 1990 and provides emergency fire, rescue, and medical aid services in the unincorporated area of Amador County. The primary fee related services for the District are for plan review and inspection of development-related projects. The District last updated their fee schedule in 2015; however, a comprehensive study has not been conducted within the last 20 years.

The Matrix Consulting Group worked with the District to analyze the cost of service relationships that exist between fees for service activities associated with plan review, inspections, providing fire reports, and treat no transport EMS services. The results of this Study provide a tool for understanding current service levels, the cost and demand for those services, and what fees for service can and should be charged.

2 GENERAL PROJECT APPROACH AND METHODOLOGY

The methodology employed by the Matrix Consulting Group is a widely accepted “bottom up” approach to cost analysis, where time spent per unit of fee activity is determined for each position within a division. Once time spent for a fee activity is determined, all applicable District costs are then considered in the calculation of the “full” cost of providing each service. The following table provides an overview of types of costs applied in establishing the “full” cost of services provided by the District:

Table 1: Cost Components Overview

Cost Component	Description
Direct	Fiscal Year 2018/19 Budgeted salaries, benefits and allowable expenditures.
Indirect	Division and departmental administration / management and clerical support.

Together, the cost components in the table above comprise the calculation of the total “full” cost of providing any particular service, regardless of whether a fee for that service is charged.

The work accomplished by the Matrix Consulting Group in the analysis of the proposed fees for service involved the following steps:

1 Adopt a Formal Cost Recovery Policy

The Matrix Consulting Group strongly recommends that the Board adopt a formalized, individual cost recovery policy for each service area included in this Study. Whenever a cost recovery policy is established at less than 100% of the full cost of providing services, a known gap in funding is recognized and may then potentially be recovered through other revenue sources.

In recent years, more local jurisdictions have adopted formal cost recovery policies at a program or service level (e.g. fire sprinkler systems, public education, California Fire Code permits, etc.) The Matrix Consulting Group considers a formalized cost recovery policy for various fees for service an industry Best Management Practice.

2 Adopt an Annual Fee Update / Increase Mechanism

The purpose of a comprehensive update is to completely revisit the analytical structure, service level estimates and assumptions applied in the previous study, and to account for any major shifts in cost components or organizational structures. The Matrix Consulting Group believes it is a best management practice to perform a complete update of a Fee Assessment every 3 to 5 years.

In between comprehensive updates, the District could utilize published industry economic factors such as Consumer Price Index (CPI) or other regional factors to update the cost calculations established in the Study on an annual basis. Alternatively, the District could also consider the use of its own anticipated labor cost increases such as step increases, benefit enhancements, or cost of living raises. Utilizing an annual increase mechanism would ensure that the District receives appropriate fee and revenue increases that reflect growth in costs.

The following are two central concepts regarding the establishment of user fees:

- **Fees should be assessed according to the degree of individual or private benefit gained from services.** For example, the processing and approval of a land use or building permit will generally result in monetary gain to the applicant, whereas Police services and Fire Suppression are examples of services that are essential to the safety of the community at large.
- **A profit-making objective should not be included in the assessment of user fees.** In fact, California laws require that the charges for service be in direct proportion to the costs associated with providing those services. Once a charge for service is assessed at a level higher than the actual cost of providing a service, the term “user fee” no longer applies. The charge then becomes a tax subject to voter approval.

Therefore, it is commonly accepted that user fees are established at a level that will recover up to, and not more than, the cost of providing a particular service.

2 GENERAL POLICY CONSIDERATIONS REGARDING USER FEES

Undoubtedly, there are programs, circumstances, and services that justify a subsidy from a tax based or alternative revenue source. However, it is essential that jurisdictions prioritize the use of revenue sources for the provision of services based on the continuum of benefit received.

Within the services that are typically funded by user fees, the Matrix Consulting Group recognizes several reasons why District staff or the Board may not advocate the full cost recovery of services. The following factors are key policy considerations in setting fees at less than 100 percent of cost recovery:

- **Limitations posed by an external agency.** The State or an outside agency will occasionally set a maximum, minimum, or limit the jurisdiction’s ability to charge a fee at all. Examples include State Licensed Residential Care facilities, as well as Public Records Requests for charging for time spent copying and retrieving public documents in the District’s Administrative office.
- **Encouragement of desired behaviors.** Keeping fees for certain services below full cost recovery may provide better compliance from the community. For example, if the cost of a permit for over the counter permits for special events are higher than the actual cost of purchasing fireworks, it might discourage residents from pulling permits.

3. User Fee Study Methodology

The Matrix Consulting Group utilizes a cost allocation methodology commonly known and accepted as the “bottom-up” approach to establishing User Fees. The term means that several cost components are calculated for each fee or service. These components then build upon each other to comprise the total cost for providing the service. The components of a full cost calculation are typically as follows:

Table 3: Full Cost Calculation Components

Cost Component	Description
Direct	Salaries, benefits and direct divisional expenditures.
District Overhead	Division or Departmental administration / management and clerical support.

The general steps utilized by the project team to determine allocations of cost components to a particular fee or service are:

- Calculate fully burdened hourly rates by position, including direct & indirect costs;
- Develop time estimates for each service included in the study;
- Distribute the appropriate amount of the other cost components to each fee or service based on the staff time allocation basis, or another reasonable basis.

The results of these allocations provide detailed documentation for the reasonable estimate of the actual cost of providing each service. The following sections highlight critical points about the use of time estimates and the validity of the analytical model.

1 TIME ESTIMATES ARE A MEASURE OF SERVICE LEVELS REQUIRED TO PERFORM A PARTICULAR SERVICE

One of the key study assumptions utilized in the “bottom up” approach is the use of time estimates for the provision of each fee related service. Utilization of time estimates is a reasonable and defensible approach, especially since experienced staff members who understand service levels and processes unique to the District developed these estimates.

The project team worked closely with District staff in developing time estimates with the following criteria:

- Estimates are representative of average times for providing services. Estimates for extremely difficult or abnormally simple projects are not factored into this analysis.

4. Fee Study Results

The motivation behind a cost of services (User Fee) analysis is for the Board and District staff to maintain services at a level that is both accepted and effective for the community, and also to maintain control over the policy and management of these services.

It should be noted that the results presented in this report are not a precise measurement. In general, a cost of service analysis takes a “snapshot in time”, where a fiscal year of adopted budgeted cost information along with the use of time estimates is used to calculate the full cost information. Changes to the structure of fee names, along with the use of time estimates allow only for a reasonable projection of subsidies and revenue. Consequently, the Board and District staff should rely conservatively upon these estimates to gauge the impact of implementation going forward.

The Prevention section of the fee schedule covers plan reviews, inspections, and providing fire reports. The following subsections discuss the following items:

- **Modifications or Issues:** discussions regarding any revisions to the current fee schedule, including elimination or addition of fees.
- **“Per Unit” Results:** comparison of the full cost of providing each unit of service to the current fee for each unit of service (where applicable).
- **Jurisdictional Comparison:** a brief comparison of current permits and services with other local jurisdictions.

The full analytical results associated with each fee section evaluated were provided to District staff under separate cover from this summary report.

1 FEE SCHEDULE MODIFICATIONS

In discussions with the Fire Prevention staff there were only minor modifications to fees to include multiple classifications. The following table shows the current fee schedule and the proposed fee schedule.

Table 4: Modifications to Fire Prevention Fee Schedule

Current Fee Schedule	Proposed Fee Schedule
PLAN REVIEW , SUBDIVISION	PLAN REVIEW , SUBDIVISION
Minor (4 lots or less)	4 lots or less (Minor)
Major (5 of more lots)	Each Additional Lot
PLAN REVIEW / INSPECTION	PLAN REVIEW / INSPECTION
<u>New Commercial</u>	<u>New Commercial</u>
	Plan Review
First 5,000 sq. ft.	Inspection (Up to 5,000 sq.ft.)

even if there is no transportation response required. This is a fairly typical fee that is charged by most Fire Departments and Fire Protection Districts.

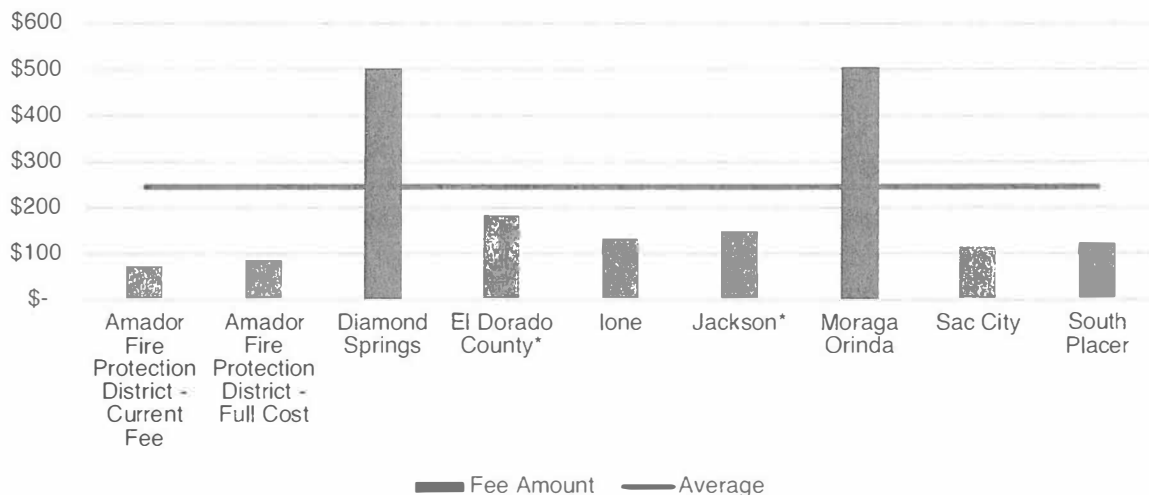
2 DETAILED PER UNIT RESULTS

The following table details the fee title / name, and the total cost associated with each permit type.

Table 5: Total Cost Per Unit Results

Fee Name	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
PLAN REVIEW , SUBDIVISION			
4 lots or less (Minor)	\$149	\$152	(\$3)
Each Additional Lot	\$10	\$34	(\$24)
PLAN REVIEW / INSPECTION			
<u>New Commercial</u>			
Plan Review	\$75	\$88	(\$13)
Inspection (Up to 5,000 sq.ft.)	\$74.60	\$88	(\$13)
Inspection (Over 5,000 sq.ft.)	\$149.20	\$152	(\$3)
Tenant Improvement (Per Hour)	\$75	\$88	(\$13)
Civil Plans (Per Hour)	\$75	\$88	(\$13)
Underground Hydro Test	\$187	\$184	\$3
High Hazard Applications, Processes / Storage (per hour)	\$75	\$88	(\$13)
AUTOMATIC COMMERCIAL SPRINKLER SYSTEM			
Per Floor / Riser	\$298	\$344	(\$46)
Per Head	\$1	\$1	(\$0)
AUTOMATIC RESIDENTIAL SPRINKLER SYSTEM			
Plan Review – Per model	\$0	\$88	(\$88)
Inspection	\$0	\$216	(\$216)
AUTOMATIC FIRE EXTINGUISHING SYSTEM (NON-SPRINKLER)			
Hood and Duct System	\$224	\$216	\$8
Other System – per hour	\$75	\$88	(\$13)
Spray Booths	\$0	\$257	(\$257)
FIRE ALARM / WATER SYSTEM			
Dedicated Function	\$224	\$184	\$40
Building Fire Alarm	\$0	\$312	(\$312)
Per Device	\$5	\$5	(\$0)
Fire Hydrant Inspection / Flow test (per hour)	\$149	\$88	\$62
Private Water Storage System			
Tank	\$149	\$185	(\$35)
Fire Pump	\$149	\$344	(\$195)
State Mandated Inspections – day care, public assembly, board and care	\$149	\$152	(\$3)
Above ground fuel storage tanks (New or Closure)	\$149	\$152	(\$3)
Temporary structure, requiring fire clearance (Construction Office, Tents, Canopies, Membrane Structures)	\$149	\$152	(\$3)

New Commercial - Plan Review - 2,500 sq. ft.

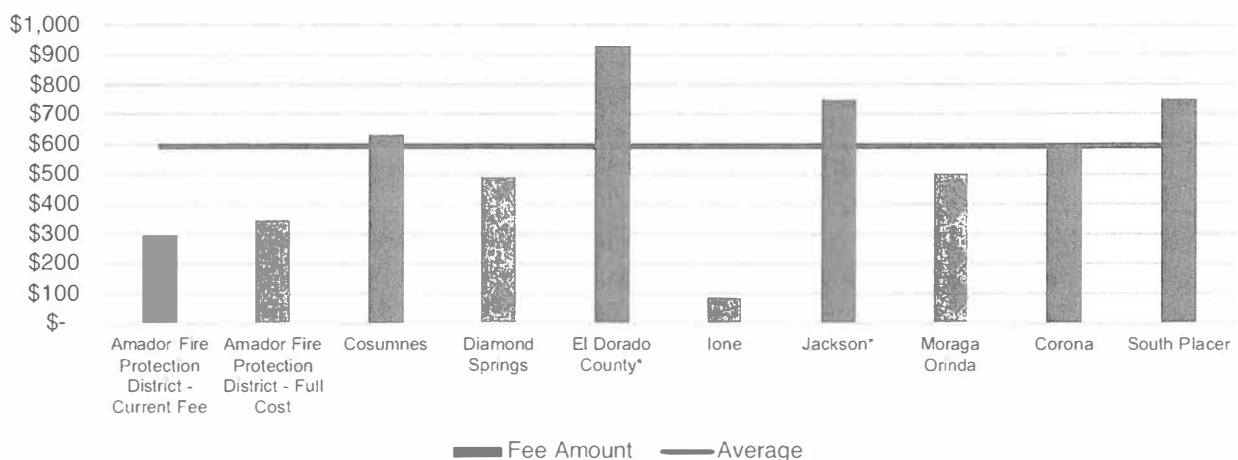


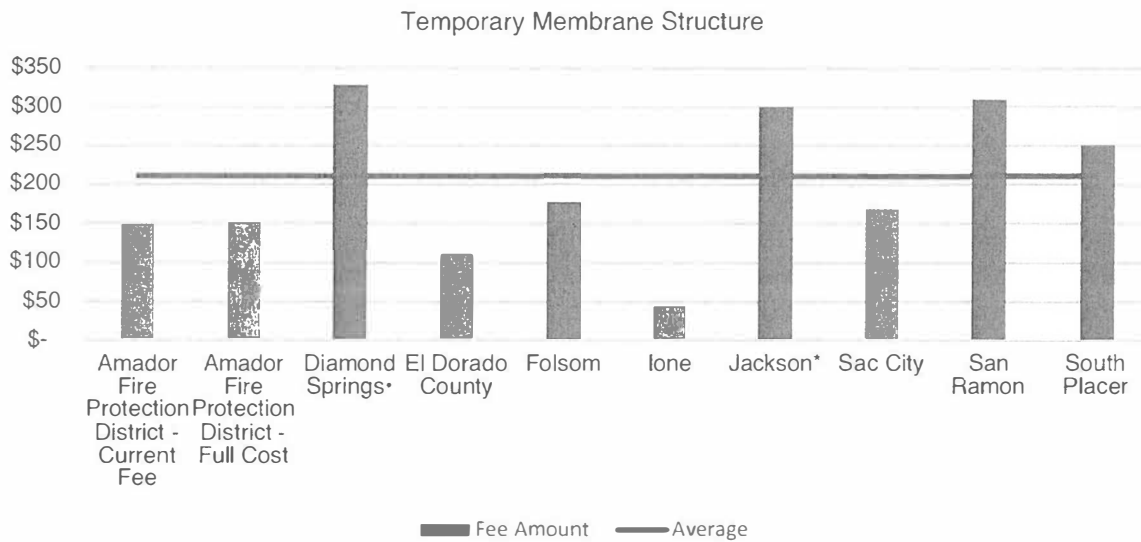
As the graph indicates the District's current and full cost are well below the average charged by other Fire Protection Districts (\$245). Diamond Springs and Moraga Orinda have the highest fees, while remaining jurisdictions are around \$143 for these services. El Dorado County and Jackson charge hourly for these services.

2 Fire Sprinkler System – New Commercial

The District is currently charging a fee based on per floor and riser with a base and then each additional head at approximately \$298 with \$1 per head. The project team calculated the full cost to be \$344 and \$1 per head. The project team compared the District's current and full cost fee to other comparative jurisdictions.

Fire Sprinkler System - Commercial (25 heads)

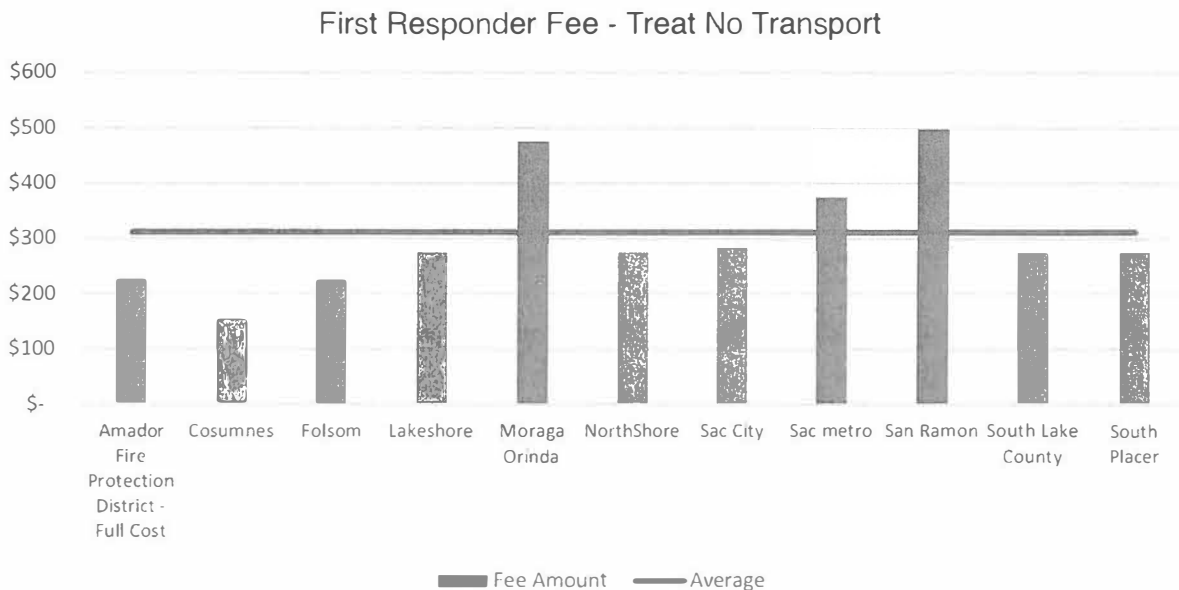




The District's current fee and calculated full cost are just below the average (\$211) seen in comparable jurisdictions. Diamond springs, Jackson, San Ramon, and South Placer are all above the average, with lone having the lowest fee of \$45. Diamond Springs, and Jackson assess these services based on an hourly rate.

5 First Responder Fee (Treat No Transport / Dry Run) – Per Response

As part of this study, the District wanted to evaluate a First Responder Fee, which the project team calculated at approximately \$226. The project team compared the District's full cost fee to other comparative jurisdictions.



5. Conclusion

The Amador Fire Protection District engaged the Matrix Consulting Group to determine the total cost of services provided to its citizens and businesses for fee related services. To calculate the total cost of each service, the Matrix Consulting Group employed both a widely accepted and defensible methodology, as well as the experience and input of District staff to complete the necessary data collection and discussion to complete the analysis. District staff and the Board can now use this information to make informed decisions and set its fees to meet the fiscal and policy goal objectives of the District.

The project team recommends for fees that show an under-recovery, the District should review all circumstances and policy factors and raise fees where feasible. For fees that the District chooses to subsidize, policies should be established to outline target recovery percentages.

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 06/18/2019

From: Walter White
(Department Head - please type)

Phone Ext. 391

☒ Regular Agenda
☐ Consent Agenda
☐ Blue Slip
☐ Closed Session
Meeting Date Requested:
06/18/2019

Department Head Signature _____

Agenda Title: RE-ALIGNMENT OF CURRENT AMADOR FIRE RESPONSE AREAS

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)
Discussion and possible action relative to subject matter.

In desire to remain consistent with the Amador County Mutual Aid Agreement. Whereas, each party maintains as part of its services an organized and equipped fire department charged with the duty of fire protection services within its jurisdiction limits; and Whereas, the use of closet resource dispatching of fire service equipment without regard to jurisdiction or statutory responsibility is in the best interest of the citizens to insure orderly and coordinated use of all resources. Amador Fire response will change significantly in the following manner:

Station 116 response areas will be expanded to include all AFD jurisdictional areas to the east which boarder 114's response area, Highway 88 to Jackson City boundaries and Highway 49 from the City of Jackson boundaries to the Calaveras County line, These response area updates also includes rural areas of unincorporated Amador County within our AHJ on the south and east side of the County. See attached AFD Response Area 2019 maps for clarification.

Recommendation/Requested Action:

None

Fiscal Impacts (attach budget transfer form if appropriate)

Staffing Impacts None

None

Is a 4/5ths vote required?

Yes ☐

No ☒

Contract Attached:

Yes ☐

No ☐

N/A ☒

Resolution Attached:

Yes ☐

No ☐

N/A ☒

Ordinance Attached

Yes ☐

No ☐

N/A ☒

Comments:

Committee Review?

N/A ☒

Name _____

Committee Recommendation:

Request Reviewed by:

Chairman _____

Counsel _____

Auditor _____

GSA Director _____

CAO _____

Risk Management _____

Distribution Instructions:

FOR CLERK USE ONLY

Meeting Date _____

Time _____

Item # _____

Board Action: Approved Yes____ No____

Unanimous Vote: Yes____ No____

Ayes: _____

Resolution _____

Ordinance _____

Other: _____

Noes _____

Resolution _____

Ordinance _____

Absent: _____

Comments: _____

Distributed on _____

Completed by _____

A new ATF is required from _____

Department _____

For meeting _____

of _____

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador Fire Protection District.

ATTEST: _____

AFPD Board Clerk

Amador Fire Protection District Response Area



Station Response Area

The Station Response Area layer is modified from original data acquired from CALFIRE December 18, 2018 and prepared for Amador Fire Protection District using current data obtained from Amador County Transportation Commission GIS (for Amador County LAFCO).

These data include city limits and an updated Jackson Valley Fire Protection District Boundary.

Boundaries derived from City Limits layer are pending final state review from the State Board of Equalization

Fire Department

- AFPD Battalion 10
- AFPD Battalion 20
- AFPD Battalion 30
- CALFIRE (Buena Vista Rancheria)
- Ione Fire Protection District
- Jackson Fire Department
- Jackson Valley Fire Protection District
- Lockwood Fire Protection District*
- Sutter Creek Fire Protection District**
- United States Forest Service

The Fire Department layer is modified from original data acquired from Amador County GIS and prepared for Amador Fire Protection District using current data obtained from Amador County Transportation Commission (GIS for Amador County LAFCO). These data include city limits, parcel data and an updated Jackson Valley Fire Protection District Boundary.

*Lockwood Fire Protection District Boundary is pending review and subject to minor adjustments.

**Sutter Creek Fire Protection District is pending review by Amador County LAFCO and subject to adjustment.

Boundaries derived from City Limits layer are pending final state review from the State Board of Equalization.

Parcel layer attribution for Fire District is under review by ACTC GIS and is not complete. Review by Amador County LAFCO is not complete.

Road

- State Highway
- County Route
- Primary Road
- Railroad
- Waterbody

Original Data Sources:

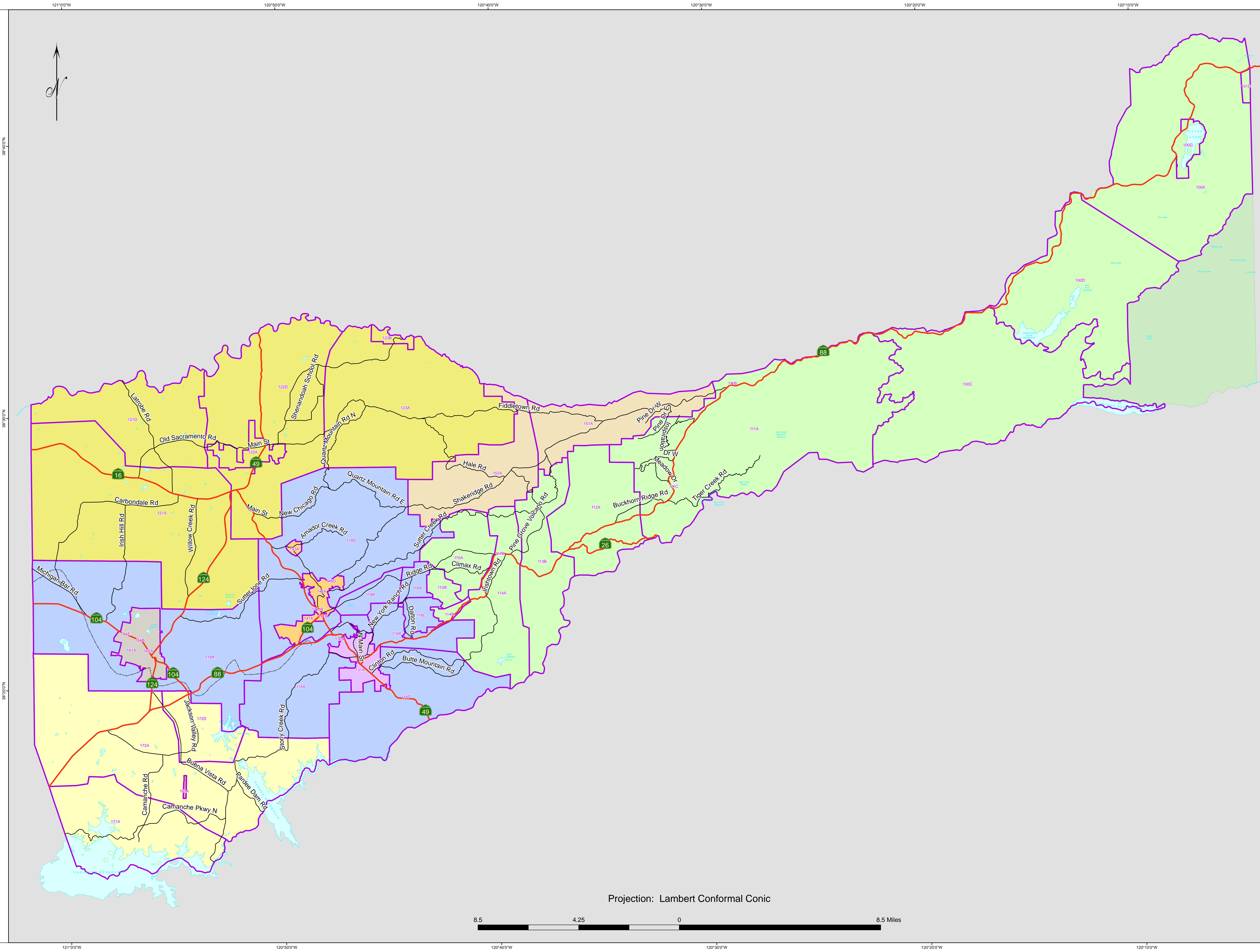
AEU Station Response - CALFIRE acquired from Cpt Marc Chadderton December 18, 2018

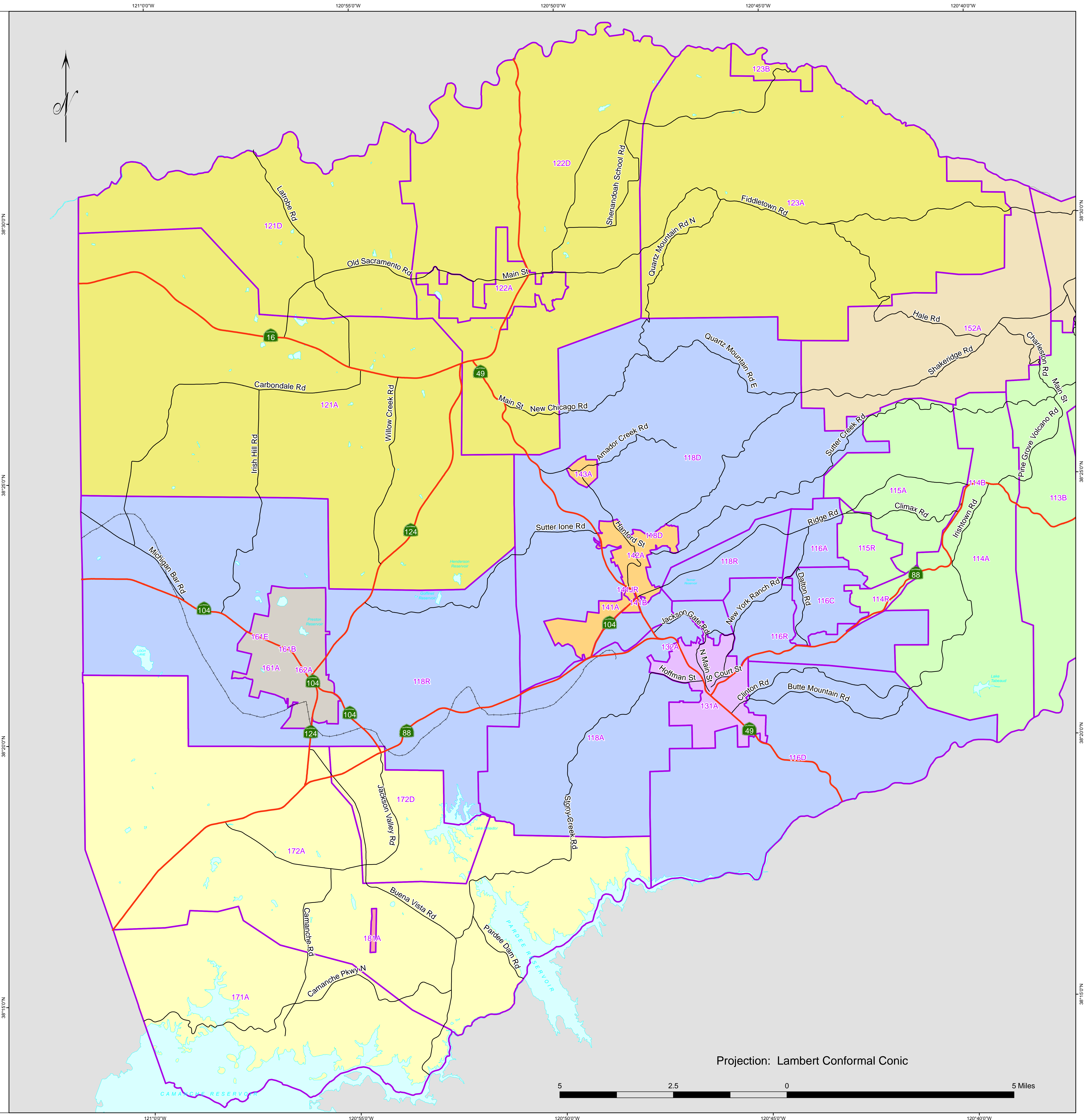
City Limits, Parcel - Amador County Transportation Commission (ACTC) GIS, acquired from GIS Coordinator Cindy Engel April 25, 2019

Jackson Valley Protection District - ACTC GIS, acquired from GIS Doordinator Cindy Engel April 5, 2019

Fire Districts, Roads, Waterbody -Amador County GIS, January, 2011

Amador Fire Protection District and/or Paul Watkins & Associates GIS assume no responsibility arising from use of this data. The maps and associated data are provided on an "AS-IS" basis, without warranty of any kind, either expressed or implied, including but not limited to fitness for a particular purpose. Amador Fire Protection District and/or Paul Watkins & Associates GIS assume no liability for damages arising from errors or omissions.





AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 06/18/2019

From: Walter White
(Department Head - please type)

Phone Ext. 391

☒ Regular Agenda
☐ Consent Agenda
☐ Blue Slip
☐ Closed Session
Meeting Date Requested:

06/18/2019

Department Head Signature Walt White

Agenda Title: VEHICLE MAINTENANCE REPORT

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Report of expenses for maintenance and repair of District vehicle fleet.

Recommendation/Requested Action:

Review attached report

Fiscal Impacts (attach budget transfer form if appropriate)

None

Staffing Impacts None

Is a 4/5ths vote required?

Yes ☐

No ☒

Contract Attached:

Yes ☐

No ☐

N/A ☒

Resolution Attached:

Yes ☐

No ☐

N/A ☒

Ordinance Attached

Yes ☐

No ☐

N/A ☒

Comments:

Committee Review?

N/A ☒

Name

Committee Recommendation:

Request Reviewed by:

Chairman

Counsel

Auditor

GSA Director

CAO

Risk Management

Distribution Instructions:

FOR CLERK USE ONLY

Meeting Date

Time

Item #

Board Action: Approved Yes ___ No ___

Unanimous Vote: Yes ___ No ___

Ayes:

Resolution

Ordinance

Other:

Noes

Resolution

Ordinance

Absent:

Comments:

Distributed on

A new ATF is required from

Department

Completed by

For meeting

of

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador Fire Protection District.

ATTEST:

AFPD Board Clerk

Vehicle Description	VIN License Number	July 1, 2017/18 Beginning of Fiscal Year Mileage	Odometer Reading	Repair Hours / Comments (out of service, Misc., etc. if applicable)	Dates	Maintenance Performed (description)	May Total Cost this Month	Total Cost of Vehicle starting July 2016 (Implementation of report)
C-5100 - 2015 Ford Explorer AWD (Fire Chief)	1FM5K8AR7FGB25939 {E} 1460509	19,530	39,916		8/21/18 11/20/18 12/8/18 3/5/19	Glass Doctor - Replace Cracked/Broken windshield - deductible only (\$500) Sterling Auto Repair - A Service (\$87.86) Jackson Tire - 4 new tires (\$760.05) Sterling Auto - A Service (routine) (\$73.63)	\$0.00	\$1,834.67
C-5108/09 - 2010 Ford Expedition XLT 4x4 (Prevention-08/09)	1FMJU1G59AEA43199 {E} 1305976	162,270	177,226		7/10/18 9/11/18 11/7/18 11/7/18 12/8/18 12/8/18 4/9/19	Riebes - light (\$1.28) Stein's Auto - replace/install new engine (in Aug) (\$7273.80) Stein's Auto - B Service (\$84.65) Riebes - Misc. (\$40.92) Riebes - Misc. (\$16.15) Riebes - Tire Cables (\$93.73) US Bank - Garmin Wireless Navigator (GPS) (\$189.95)	\$0.00	\$15,516.00
C-5103 (02) - 2016 Ford F250 4x4 (Battalion Chief)	1FT7X2B60GEA66410 {E} 1485648	19,611	61,679		7/10/18 8/21/18 8/25/18 9/4/18 9/4/18 10/10/18 12/8/18 1/10/19 1/15/19 3/5/19 4/8/19 4/30/19	Riebes - wiper (\$52.19) Sterlings - Rotate tires, brakes pads, lube, filters, etc. (\$996.35) Stein's - Brake Pads cracked, repaired under warranty (\$0.00) Randy's Tire in Sonora - 2 tires/rplc from striketeam (\$931.27) Jackson Tire - 2 New tires (\$449.99) Riebes - Wiper Blades, misc. parts (\$34.19) Riebes - Misc. Parts (\$66.79) US Bank - Scanner (\$259.37) Sterling Auto - A Service (\$237.86) Sterling Auto - Drivers Door / Arm Rest (\$298.93) Riebes - Ball Mount (\$26.93) Summit Racing - Front & Back Shocks and Struts/Parts Only (\$331.38)	\$0.00	\$5,271.80
C-5104 - Chief 2011 Ford F250 4x4 (Battalion Chief)	1FT7X2B62BEA30761 {E} 1306800	92,337	116,793		8/8/18 8/8/18 8/28/18 1/22/19 3/26/19	Sterling's Auto - spark plugs, spark plug wires, lube, oil and filter, belt tensioner, cooling system flush, air filter, fuel injection service (\$2,357.29) Sterling's Auto - Replace Battery (\$208.39) Stein's - Brake pads (front) & under warranty, resurfaced front rotors, front calipers (\$380.81) Sterling Auto - Diagnose & Repair "Runs Rough" (\$677.68) Sterling Auto - Remove and rplc valve at intake manifold, rplc charcoal canister and vent tube (\$987.03)	\$0.00	\$7,675.13
C-5105 - Chief 2012 Ford Expedition 4x4 (Battalion Chief)	1FMJU1G5XCCE67187 {E} 1401123	67,531	78,450		11/6/18 11/6/18 5/28/19	Jackson Tire - remove tires and remount studded tires (\$34.00) Steins Auto Care - A service, coolant leak repair, brakes (\$659.47) Sterling Auto Repair - B service (\$109.23)	\$109.23	\$5,156.69

Vehicle Description	VIN License Number	July 1, 2017/18 Beginning of Fiscal Year Mileage	Odometer Reading	Repair Hours / Comments (out of service, Misc., etc. if applicable)	Dates	Maintenance Performed (description)	May Total Cost this Month	Total Cost of Vehicle starting July 2016 (Implementation of report)
C-5106 -2009 Ford F250 4x4 (Battalion Chief)	1FTSX21569EA15399 {E} 1294991	65,530	76,216		8/14/18 9/11/18 11/7/18	Sterling's Auto - A, B and C Service, Rear Brake Pads, Rotate Tires (\$1639.17) Riebes - Lift support (\$116.33) Riebes - Wiper Blades (\$25.58)	\$0.00	\$5,008.67
E-5111 2015 Rosenbauer 4x4 (111 First Out)	54F2CB417FWM11449 {E} 1488122	19,474	37,227		7/10/18 9/18/18 10/16/18 10/16/18 10/2/18 11/7/18 12/8/18 12/8/18 1/10/19 3/5/19 3/5/19 3/12/19 3/12/19 4/2/19 4/8/19 4/9/19 4/30/19 5/7/19 5/7/19 5/21/19	Sterling Auto - AC inop (\$726.96) EVO - New antenna (\$61.96) Burton's Fire - Mud Flap (\$38.32) Burton's Fire - Switch and Low Coolant Sensor (\$609.12) Jackson Tire - 4 New GY Tires (\$2,388.63) Riebes - Wiper Blades, Lights, etc. (\$159.71) Riebes - Rubber Stamp/Parts for Chains (\$20.36) Sterlings - B Service (\$675.82) Pewag - Truck/Engine Snow Cable Chains (\$94.59) Burtons - supply hose (leak) (\$252.69) Riebes - Misc. Parts (\$99.64) ATR Towing (Antelope Drive) (\$887.50) Burton's Fire - Gear Nut / Parts (\$53.96) Burton's Fire - Replace PS Front Step and Fenderette w/ Welting (\$2392.44) Burton's Fire - Repair Pull (pulls when driving): front axle, tie rod ends, wheel bearings, rplc steer axle brakes and drums on both sides (\$4,631.13) Truck N Tow - V-Bar Single Tire Chains (\$333.13) Les Schwab - Wheel Spin Balance w/ Wheel Weights (\$64.00) Sterling - Repair leak near brake valve and B Service (\$808.06) Riebes - Oil (\$99.73) Burtons - Pump Test (\$275)	\$1,182.79	\$24,341.15
E-5113 1991 KME 4x4	111TSEPCR4NH1415881 {E} 349699	80,306	86,219		3/15/19 5/21/19	Jackson Tires - Repair Flat (2) (\$64.98) Burtons - Pump Test (\$275)	\$275.00	\$17,230.98
SQ-5115 2003 Ford F350 4X4 (previously SQ-145)	1FDWF37P23ED60337 {E} 1159107	42,236	43,325		10/2/18	Sterling Auto - B Service, Brakes, Rotors and Calipers (\$1,444.71)	\$0.00	\$12,527.86
WT-5116 2015 Kenworth	2NKH1HJ8X9FM437394 {E} 1410351	2,230	3,153		9/18/18 4/9/19 5/21/19	Doug Veerkamp's - B Service (\$864.50) US Bank - Pneumatic Air Line for Air Brake System (\$15.90) Burtons - Pump Test (\$275)	\$275.00	\$2,680.22
SQ-5125 2008 Ford F350 (Previously SQ-115)	1FDWX37RX8EC15309 {E} 1281212	99,175	103,948		10/23/18 12/7/18 12/7/18 5/15/19	Sterlings Auto - A Svc, Remove and Replace Water Pump, Radiator Hose, Replace Original Shock (\$4,297.82) Riebes - Windshield Wipers (\$19.37) Jackson Tire - 6 new tires (\$1304.74) Sterling Auto - glow plugs and A service (\$268.01)	\$268.01	\$7,331.85

Vehicle Description	VIN License Number	July 1, 2017/18 Beginning of Fiscal Year Mileage	Odometer Reading	Repair Hours / Comments (out of service, Misc., etc. if applicable)	Dates	Maintenance Performed (description)	May Total Cost this Month	Total Cost of Vehicle starting July 2016 (Implementation of report)
WT-5126 2007 Kenworth	2NKMHZ8X67M199258 {E} 1212617	16,891	18,528		1/22/19 3/5/19 5/21/19	Jackson Tire - 6 new tires (\$3344.53) Sterling Auto - B Service & New Batteries (\$1048.52) Burtons - Pump Test (\$275)	\$275.00	\$8,600.44
E-5141 2018 Rosenbauer (114 First Out)	54F2CA414JWM12044 {E} 1369499	0	9,611		11/7/18 3/12/19 5/21/19	Riebes - antifreeze (\$25.31) Tire Chains R Us - tire chains (\$154.18) Les Scwab Tires - Wheel Switch and Balance (6) (\$90)	\$90.00	\$269.49
WT-5146 1996 International	1I1TSDADR7TH397632 {E} 035872	38,174	43,158		9/11/18 10/2/18 10/4/18 12/4/18 4/30/19	Sterling's Auto - A & B Service (\$534.58) Glass Doctor - Driver Side Mirror Replaced (\$43.10) United Fire - QG Relief Valve Kit (\$26.41) Glass Doctor - Passenger Side Mirror Replaced (\$43.10) Burton's - Rebuild Pump, Rebuild Tank Fill Valve & Preform Pump Test (\$8,300.52)	\$0.00	\$13,223.25
E-5148 2003 HME (114 First Out) (Previously E-5141)	44KFT42822WZ20024 {E} 1159077	82,595	102,144		7/10/18 7/10/18 8/14/18 8/14/18 9/4/18 10/10/18 12/4/18 1/8/19 1/22/19 3/12/19 4/10/19 5/21/19	Riebes - antifreeze and lights (\$75.90) Real Work Trucks - door rod and spring (\$63.79) Doug Veerkamp's - A Service, Flush cooling sys (A/C inop), Check airleak, rplc Ft and RR brakes, drums and hardware, rplc driveline at trans, rplc heater valve, repair heater control cable, clean out radiator (\$3,688.59) Sterling's - Rep exhaust leak, remove and replc gaskets and hardware (\$1153.01) HNC Truck Parts - Headlight Switch (\$52.95) Riebes - lights (\$54.60) Sterling Auto - Repair leaking of coolant and remove/replc radiator (\$6479.56) Riebes - Air Filter (\$210.11) Doug Veerkamp - B Service, replace ps return hose, o rign, etc. repair wiring to clearance light (\$1009.15) RAM - Mount w/ Case - (\$71.31) US Bank - Truck Upfitters - Compartment Door Lifts (\$25.95) Burtons - Pump Test (\$275)	\$275.00	\$48,112.97
U-5210 2000 Ford Explorer 4x4	1FMPU16LXYLB47751 {E} 1022891	107,494	110,089		9/11/18 9/11/18	Stein's Auto - A Service (\$78.51) Riebes - Windshield wash and wipers (\$26.32)	\$0.00	\$830.48
E-5211 1991 KME	1I1TSDPCR9NH416110 {E} 366231	33,432	37,040		7/17/18 11/7/18	Doug Veerkamp - B svc (\$585.84) Plymouth Ace - Antifreeze (\$25.84)	\$0.00	\$5,379.05
E-5214 2008 Ford F550	1FDAX57R58EB35812 {E} 1281210	28,278	30,635		12/22/18	Sterling Auto - Repair "lacking power", replace cac tube boots, intercooler, radiator hose, fuel pump, etc. (\$4524.60)	\$0.00	\$7,981.71
WT-5216 2015 Kenworth	2NKHJH8X7FM437393 {E} 1410352	3,030	4,502		9/25/18	Doug Veerkamp - B Svc (\$635.87)	\$0.00	\$3,376.08

Vehicle Description	VIN License Number	July 1, 2017/18 Beginning of Fiscal Year Mileage	Odometer Reading	Repair Hours / Comments (out of service, Misc., etc. if applicable)	Dates	Maintenance Performed (description)	May Total Cost this Month	Total Cost of Vehicle starting July 2016 (Implementation of report)
E-5221 2003 HME (122 First Out)	44KFT42842WZ20025 {E} 1159078	97,576	117,615		7/10/18 7/10/18 7/24/18 8/14/18 9/4/18 9/4/18 9/11/18 10/30/18 11/6/18 11/7/18 11/7/18 12/8/18 12/22/18 1/8/19 2/12/2019 3/5/19 3/12/19 3/12/19 3/12/19 5/21/19	Riebes - Paddle seat valve (\$35.01) Sterling Auto - B svc, svc transmission, svc cooling sys., gear lube, fuel/water seperator filter (\$1443.93) Doug Veerkamp - Rplc rear shoes and hardware and drums (brakes) (\$725.58) Jackson Tire - 4 New Tires (\$2052.89) CLF - Fan Blade (\$153.60) US Bank Card - Fuel Cap (\$18.16) Riebes - Battery and Oil (\$583.27) US Bank Card - Lights (\$14.00) Doug Veerkamp - A service, Supply and Install fan, Wiring, Bad Lamp - repair (\$3158.31) Plymouth Hardware - Power Steering Fluid (\$7.11) Riebes - Oil (\$45.22) US Bank - LED Headlights (\$72.99) Plymouth ACE - Misc. Maint. Parts (\$7.03) Riebes - Solenoid (\$52.52) Plymouth Ace Hardware - Misc. Parts (\$47.59) Rory's Towing (\$225.00) Whelen - LED Linear Super LED Lighthead (\$756.60) Whelen - LED Linear Super LED Red (\$252.20) Superbright LED's - Strobe light w/ built in controller/red (\$111.06) Les Schwab Tire - Wheel switch and spin balance (2 tires) (\$61.98)	\$61.98	\$29,326.91
E-5222 1991 KME	1HTSDPCRONH416111 {E} 349698	54,320	57,151		8/7/18 9/11/18 10/16/18 11/7/18	Riebes - Mirror (\$21.54) Bart Industries - Clear light (\$7.52) Sterling's Auto - Replace Water Pump, Checked Coolant Leak (\$1,492.50) Plymouth Ace - Starter Fluid (\$9.68)	\$0.00	\$5,595.31
E-5223 1998 International	1HTSDADR6WH551543 {E} 993299	38,623	44,572		8/7/18 8/14/18 9/18/18 9/25/18 12/8/18 5/15/19	Riebes - Spark Plug Kit (\$30.15) Sterling's - A service (\$521.32) US Bank Card - Headlights/Replacement (\$35.59) Sterling's - power steering leak repair, coolant leak repair (\$1,542.47) Riebes - Warning Buzzer (\$78.54) Sterling Auto - Low Air Warning Alarm (\$374.54)	\$374.54	\$12,373.08
E-5231 1992 Freightliner	1FV6HLBB8NL481046 {E} 352799	63,292	66,251		7/24/18 8/14/18 9/11/18	Doug Veerkamp - B Svc and ck throttle linkage (\$761.92) Sterling's - Injector inop/weak, starting issue, remove starter and inspect flywheel (\$1076.21) Riebes - Lights (\$10.75)	\$0.00	\$10,220.41

Vehicle Description	VIN License Number	July 1, 2017/18 Beginning of Fiscal Year Mileage	Odometer Reading	Repair Hours / Comments (out of service, Misc., etc. if applicable)	Dates	Maintenance Performed (description)	May Total Cost this Month	Total Cost of Vehicle starting July 2016 (Implementation of report)
E-5234 1992 Ford F350 4x4	2FDKF38G7NCA42025 {E} 292907	33,123	34,059		7/24/18 7/24/18 11/13/18	Rory's Towing - shift cable (\$98.79) Riebes - Shifter cable (\$65.72) Stein's Auto - B service (\$154.40)	\$0.00	\$3,334.80
WT-5236 2007 Kenworth	2NKMHZ8X87M199259 {E} 1212616	9,833	10,846		10/2/18 4/8/19	Sterling Auto - A Service (\$608.83) Riebes - LED Lights (\$9.15)	\$0.00	\$1,483.28
E-5361 2016 Rosenbauer (116 First Out)	54F2CA512GWM11580 {E} 1425867	8,502	21,799		9/4/18 10/2/18 10/31/18 11/6/18 11/30/18 12/30/18 1/8/19 1/29/19 1/31/19 2/5/2019 2/28/2019 3/5/19 3/31/19 4/30/19 5/21/19 5/30/19	Burton's Fire - Step Light (\$53.19) Jackson Tire - 4 New Tires (\$2,051.98) JRCH - Reimbursement for Sep (\$-53.19) Burton's Fire - 2 QB Gril. Stator 14' and Guard Stator (\$1042.24) JRCH - Reimbursement for Oct (\$2,051.98) JRCH - Reimbursement for Nov (\$-1042.24) Riebes - Misc. (\$26.94) Burton's Fire - Valve Repair Kit (\$497.10) JRCH - Reimbursement for Dec (\$0.00) Riebes - Radiator Cap, Wipers (\$31.71) JRCH - Reimbursement for Jan. (\$-524.04) Sterling Auto - A Service (\$738.57) JRCH - Reimbursement for Feb (\$-31.71) JRCH - Reimbursement for Mar (\$-738.57) Burtons - Pump Test (\$275) JRCH - Reimbursement for Apr (\$0)	\$275.00	\$4,804.31

Vehicle Description	VIN License Number	July 1, 2017/18 Beginning of Fiscal Year Mileage	Odometer Reading	Repair Hours / Comments <small>(out of service, Misc., etc. if applicable)</small>	Dates	Maintenance Performed (description)	May Total Cost this Month	Total Cost of Vehicle starting July 2016 <small>(Implementation of report)</small>
E-5364 2008 Ford 4x4	1FDAW57R38EC53R93 {E} 1356272	32,581	37,165		7/17/18 7/17/18 8/8/18 8/30/18 9/11/18 9/30/18 10/2/18 10/31/18 11/30/18 12/8/18 12/30/18 1/8/19 1/31/19 2/28/19 3/5/19 3/31/19 4/30/19 5/3/19 5/30/19	Autozone (reimb. Kwoka, brakes bad/strike team) brake pads (\$72.72) Les Schwab - Tire (tire blown during strike team) (\$300.45) Sterling's Auto - Rep Hgh fuel rail pressure, injection pump, valve cover gasket, extract broken exhaust bolts, rplc cac tube boots, remove intercooler and re-inst, new turbos (\$12,068.52) JRCH - Reimbursement for July (\$-373.17) Jackson Tire - 4 New Tires (\$1,223.08) JRCH - Reimbursement for Aug (\$-12,068.52) US Bank / LEHR - Code 3 Light (\$404.82) JRCH - Reimbursement for Sept (\$-1,223.08) JRCH - Reimbursement for Oct (\$-404.82) US Bank - Lock Assy, Adj. lever latch grip (\$51.85) JRCH - Reimbursement for Nov (\$-0.00) US Bank - Folsom Ford - Block Heater Cord (\$89.28) JRCH - Reimbursement for Dec (\$-51.85) JRCH - Reimbursement for Jan (\$-89.28) Riebes - misc parts / aux pump (\$49.49) JRCH - Reimbursement for Feb (\$-0.00) JRCH - Reimbursement for Mar (\$-49.49) Burtens - Primer Pump Complete and Valve Primer (\$1376.17) JRCH - Reimbursement for Apr (\$0)	\$1,376.17	\$17,490.41

Vehicle Description	VIN License Number	July 1, 2017/18 Beginning of Fiscal Year Mileage	Odometer Reading	Repair Hours / Comments (out of service, Misc., etc. if applicable)	Dates	Maintenance Performed (description)	May Total Cost this Month	Total Cost of Vehicle starting July 2016 (Implementation of report)
E-5368 2007 E-ONE	4ENGAAA8371002458 (E) 1356273	62,266	82,035		7/10/18 7/10/18 8/30/18 9/4/18 9/11/18 9/11/18 10/10/18 10/16/18 10/31/18 11/27/18 11/27/18 11/30/18 12/8/18 12/8/18 12/14/18 12/27/18 12/30/18 1/8/19 1/31/19 2/5/19 2/26/19 2/28/19 3/12/19 3/31/19 4/8/19 4/8/19 4/30/19 4/30/19 5/14/19 5/21/19 5/30/19	Riebes - Antifreeze, Hose/Tube, misc parts (\$57.72) Forestry Suppliers - seal gasket (\$11.13) JRCH - Reimbursement for antifreeze, hose, gasket, etc. (\$-68.85) Burton's Fire - Cab Latch (\$449.74) US Bank Card - Akron Field Service Kit/Repair leak from valve on passenger side (\$184.15) Riebes - Misc. Parts (\$8.04) Riebes - Oil Filler Cap (\$8.93) Veerkamps - Check and Repair Engine Oil and Power Steering Leaks (\$673.31) JRCH - Reimbursement for September (\$-641.93) Burton's Fire - Handle 2.5 TS (\$85.67) Burton's Fire - Piston Intake & 4.5 NH plug w chain (\$00.00) JRCH - Reimbursment for October (\$-682.24) US Bank - Dip Stick / Misc. (\$4.60) Riebes - Misc. Parts (\$6.45) G&O Parts - Valves, Stainless steel lever handles (\$204.73) Burton's Fire - Gauge (\$66.57) JRCH - Reimbursement for November (\$-85.67) Riebes - Oil filler Cap Standard (\$8.93) JRCH - Reimbursement for Dec. (\$-282.35) Doug Veerkamp -B Service, Rplc slack adjusters on rear axle, rplc driveline carrier bearing (\$1,722.54) Jackson Tire - 4 Good Year Tires (\$2,080.38) JRCH - Reimbursement for Jan. (\$-8.93) ATR Towing - (snow / Bear River) \$300.00 JRCH - Reimbursement for Feb. (\$-3,802.92) Plymouth Ace Hardware - Misc. Parts (\$33.55) Riebes - Door Trim Parts (\$6.45) Sterling's - Repair Transmission intermittently going into limp mode/stuck in 4th - Transmission Service, A Service (\$1,470.51) JRCH - Reimbursement for Mar (\$-300.00) ATR - Tow from Clinton to Veerkamps (\$1012.50) Burtons - Pump Test (\$275) JRCH - Reimbursement for Apr (\$-1,510.51)	-2223.01	\$30,888.38
							\$4,614.71	\$307,865.38

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 06/18/2019

From: Walter White
(Department Head - please type)

Phone Ext. x391

☒ Regular Agenda
☐ Consent Agenda
☐ Blue Slip
☐ Closed Session
Meeting Date Requested:

02/16/16

Department Head Signature Walt White

Agenda Title: Authorization to Purchase Cal-OES Type 1 HME Fire Engine

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Discussion and possible action relative to the purchase of a 2003 Type 1 fire engine with from the CA Office of Emergency Services.

This engine has only 37,000 miles on it and comes equipped with all items listed on the attached documentation. It would be the Districts plan to put Engine 5221 the first out at the Plymouth station into reserves and use this engine as a first out for the next 5 to 10 years. The cost of this engine is \$40,000 and will have an associated cost of approximately \$15,000 to do a full wrap and possible paint and minor modifications to be consistent with District specifications.

The current fiscal year budget has \$70,000 in fixed assets for extrication equipment as a match to a grant that was not received. We would like Board approval to use the funds not to exceed \$55,000 to purchase this engine from Cal OES and complete the wrap.

Recommendation/Requested Action:

Motion to authorize Fire Chief White to purchase a Cal OES SAFER Act fire engine and make modifications not to exceed \$55,000

Fiscal Impacts (attach budget transfer form if appropriate)

Staffing Impacts
n/a

Is a 4/5ths vote required?

Yes ☐

No ☒

Committee Review?

N/A ☒

Name _____

Committee Recommendation: _____

Contract Attached:

Yes ☐

No ☐

N/A ☒

Resolution Attached:

Yes ☐

No ☐

N/A ☒

Ordinance Attached

Yes ☐

No ☐

N/A ☒

Comments: _____

Request Reviewed by:

Chairman _____

Counsel _____

Auditor _____

GSA Director _____

CAO _____

Risk Management _____

Distribution Instructions:

n/a

FOR CLERK USE ONLY

Meeting Date _____

Time _____

Item # _____

Board Action: Approved Yes ____ No ____

Unanimous Vote: Yes ____ No ____

Ayes: _____

Resolution _____

Ordinance _____

Other: _____

Noes _____

Resolution _____

Ordinance _____

Absent: _____

Comments: _____

Distributed on _____

A new ATF is required from _____

Department _____

Completed by _____

For meeting _____

of _____

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador Fire Protection District.

ATTEST: _____

AFPD Board Clerk



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES



Cal OES Divisions



Surplus Fire Equipment

18

Share This Page

S.A.F.E. Act - Surplus Fire Equipment

The California Governor's Office of Emergency Services (Cal OES) Fire & Rescue Division has Surplus Fire Apparatus available for purchase through the State Assistance for Fire Equipment Act (S.A.F.E. ACT) Program. These apparatus come with a standard complement of equipment excluding radios.

Regarding the Information System Network for Sellers and Buyers:

- All units are sold with varying amounts of firefighting equipment.
- Each unit is sold in operating condition, is roadworthy, and able to fight fire.
- Each engine is sold "AS-IS"; no warranties.

Contact Information

Stephen Hart, Deputy Chief
Fleet

Phone: (916) 845-8720 / FAX: (916) 845-8396

stephen.hart@caloes.ca.gov

[Application](#)

If interested, please send your completed application to [Deputy Chief Stephen Hart](#).

S.A.F.E. ACT ENGINES AVAILABLE

TYPE I ENGINES - YEAR 2000/HME/WESTATES
1250/800









EQUIPMENT INVENTORY MAY INCLUDE BUT NOT GUARANTEED

- 1 - Adapter, 5" or 6" x 2-1/2", DF Hydrant
- 1 - Adapter, 5" or 6" x 4", DF Hydrant
- 1 - Adapter, 5" or 6" x 4-1/2", DF Hydrant
- 1 - Axe, Pickhead
- 2 - Block, Chock
- 2 - Cans, Fuel
- 5 - Cap, 2-1/2" Discharge
- 1 - Chain, Tow 25', w/Grab Hooks
- 1 - Clamp, Hose (Hebert)

- 2 - Coupling, 2-1/2", DF
- 2 - Coupling, 2-1/2", DM
- 1 - Crank, Hose Reel
- 1 - Cutter, Bolt, 30"
- 1 - Fire Extinguisher, 4# or 5#
- 1 - First Aid Kit
- 1 - Floto Pump, EMA #
- 1 - Generator, 3500 Kw
- 2 - Hammer, Sledge, 8-10 lb.
- 4 - Hose, 1" x 100', IPT
- 1 - Hose, 1-1/2" x 35', Truck Protection Line
- 12 - Hose, 1-1/2" x 50', NST
- 8 - Hose, 1-1/2" x 100', Forestry
- 24 - Hose, 3" x 50', NST
- 2 - Hose, Booster 1" x 100'
- 2 - Hose, Hard Suction 5" or 6" x 10'
- 1 - Hose, Soft Suction 5" or 6" x 12'
- 1 - Increaser, 1" IPF to 1-1/2" NSM
- 1 - Intercom Set
- 1 - Ladder, 10' Attic
- 1 - Ladder, 14' Roof
- 1 - Ladder, 24' Extension
- 1 - Lantern, Hand, 12 Volt
- 2 - Light, Halogen, 110 Volt
- 1 - Log Book, w/Credit Card
- 1 - Mallet, Rubber
- 1 - McCleod
- 2 - Nozzle, 1", Combination
- 4 - Nozzle, 1 1/2", Combination
- 1 - Nozzle, Deluge Set w/Stream Straightener and Tips 1-3/8", 1-1/2", 1-3/4", 2"
- 1 - Nozzle, 1 1/2", Foam, Air Aspiration
- 1 - Nozzle, 2 1/2", Fog
- 2 - Nozzle, 2 1/2", Shutoff w/Tips
- 1 - Cal EMA Operations/Maintenance Bulletins
- 1 - Pike Pole
- 1 - Pulaski
- 1 - Radeff Kit
- 1 - Radio, Mobile Serial
- 1 - Radio, Serial
- 1 - Reflector Kit, 3-Unit
- 2 - Rope, 1/2" x 100'
- 1 - Shovel, Long Handle, Round Point
- 1 - Siamese, 2-1/2"
- 1 - Soft Suction Hose, 2-1/2" or 3" x 12'

- 1 - Strainer, 5" or 6" Suction Hose
- 4 - Strap, Hose and Ladder
- 2 - Wrench, Adjustable Hydrant
- 1 - Wrench, Hard Suction Hose Spanner
- 4 - Wrench, Hose Spanner
- 1 - Wye, Gated 2-1/2" NSF x 2-1 1/2" NSM

*****US&R INVENTORY:*****

- 1 - Axe, Flathead
- 1 - Backboard, w/4 Straps
- 4 - Bar, Pinch Point, Pry, 60"
- 2 - Bar, Claw, Wrecking, 3'
- 2 - Belt, Carpenter
- 3 - Blade, Hacksaw, High Speed, Package
- 2 - Blanket, Disposable
- 6 - Camming Device, (Prusik Loop or Gibbs Ascender)
- 12 - Carabiner, Locking, "D", 11 mm
- 1 - Chainsaw, w/ carbide chain and tool kit,
- 2 - Chisel, Cold, 1" x 7-7/8"
- 1 - Cribbing & Wedge Kit, (24 ea, 4" x 4" x 18", 2" x 4" x 18"; 12 pr, 4" x 4" x 18", 2" x 4" x 12" Wedges;
Storage/Carry Containers)
- 2 - Edge Protectors
- 2 - Friction Device, (Fig. 8 w/Ears or Brake Bar Rack)
- 2 - Hacksaw
- 2 - Handsaw, Crosscut, 26"
- 2 - Hammer, Framing, 24 oz.
- 2 - Hammer, Sledge, 3-4 lb., Short
- 2 - Harness, Commercial (Class 2 or better)
- 2 - Jack, Hydraulic w/Handle (8 ton)
- 2 - Kernmantle, 1/2" x 150', Static, NFPA Approved
- 1 - Litter & Complete Pre-rig
- 1 - Marking Kit, Building
- 1 - Nails, (25 lbs. Each: 16p, 8p, 16p Duplex)
- 6 - Picket, Steel, 1" x 4'
- 3 - Pulley, Rescue (2" or 4")
- 1 - Shovel, Scoop, "D" Handle
- 1 - Shovel, Long Handle, Square Point
- 2 - Square, (Tri or Speed)
- 2 - Strap, Pick Off, w/"D" & "V" Rings
- 3 - Tape Measure, 25'
- 2 - Tape, Duct
- 1 - Trauma Kit
- 1 - Webbing Kit, (6 ea: 1"x5', 1"x12', 1"x15', 1"x20')

- 1 - Backpack, Thermo-Gel
- 1 - Nozzle/Eductor, Thermo-Gel
- 2 - Bucket, 5 Gal, Thermo-Gel



AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 06/18/2019

From: Walter White
(Department Head - please type)

Phone Ext. x391

☒ Regular Agenda
☐ Consent Agenda
☐ Blue Slip
☐ Closed Session
Meeting Date Requested:

06/18/2019

Department Head Signature Walt White

Agenda Title: CAL OES - 130 RESOLUTION FOR DESIGNATION OF APPLICANTS AGENT FOR NON STATE AGENCIES

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Discussion and possible action relative to the approval of completing and submitting the attached Cal OES 130 form to update the District's authorized agents for all open and future disasters up to three (3) years following the date of approval for Cal OES and FEMA declared disasters.

The District is currently in the application process for a FEMA/Cal OES Public Assistance Grant for the Late February 2019 Storms (FEMA-4434-DR-CA). Our current Cal OES 130 will expire September 2019 and all authorized agents on the current form are no longer employed with the District.

Recommendation/Requested Action:

Approve resolution

Fiscal Impacts (attach budget transfer form if appropriate)

Staffing Impacts n/a

Is a 4/5ths vote required?

Yes ☐

No ☒

Committee Review?

N/A ☒

Name _____

Committee Recommendation: _____

Contract Attached:

Yes ☐

No ☐

N/A ☒

Resolution Attached:

Yes ☒

No ☐

N/A ☐

Ordinance Attached

Yes ☐

No ☐

N/A ☒

Comments: _____

Request Reviewed by:

Chairman _____ Counsel _____

Auditor _____ GSA Director _____

CAO _____ Risk Management _____

Distribution Instructions: _____

FOR CLERK USE ONLY

Meeting Date _____ Time _____ Item # _____

Board Action: Approved Yes _____ No _____ Unanimous Vote: Yes _____ No _____

Ayes: _____ Resolution _____ Ordinance _____ Other: _____

Noes _____ Resolution _____ Ordinance _____

Absent: _____ Comments: _____

Distributed on _____

A new ATF is required from _____

Department _____

Completed by _____

For meeting _____

of _____

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador Fire Protection District.

ATTEST: _____

AFPD Board Clerk

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE Board of Directors OF THE Amador Fire Protection District
(Governing Body) (Name of Applicant)

THAT Fire Chief, Walter White, OR
(Title of Authorized Agent)

Fiscal Officer, Lindsey Clark, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Amador Fire Protection District, a public entity
(Name of Applicant)
established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the Amador Fire Protection District, a public entity established under the laws of the State of California,
(Name of Applicant)
hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

- ☒ This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.
☐ This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this 18th day of June, 2019

Brian Oneto, Chair
(Name and Title of Governing Body Representative)

Pat Crew, Vice Chair
(Name and Title of Governing Body Representative)

Richard Forster, Director
(Name and Title of Governing Body Representative)

CERTIFICATION

I, Lindsey Clark, duly appointed and Clerk of the Board of
(Name) (Title)

Amador Fire Protection District, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the Board of Directors of the Amador Fire Protection District
(Governing Body) (Name of Applicant)

on the 18th day of June, 2019.

(Signature)

Clerk of the Board
(Title)

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 06/18/2019

From: Walter White
(Department Head - please type)

Phone Ext. x391

- ☒ Regular Agenda
☐ Consent Agenda
☐ Blue Slip
☐ Closed Session

Meeting Date Requested:

06/18/2019

Department Head Signature Walt White

Agenda Title: Agreement for professional first responder billing services with Wittman Enterprises LLC

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Discussion and possible action relative to approval of resolution allowing Fire Chief Walter White to sign agreement with Wittman Enterprises LLC for professional first responder billing services.

Recommendation/Requested Action:

Approve resolution authorizing Fire Chief to sign subject agreement.

Fiscal Impacts (attach budget transfer form if appropriate)

Staffing Impacts

Is a 4/5ths vote required?

Yes ☐

No ☒

Contract Attached:

Yes ☒

No ☐

N/A ☐

Resolution Attached:

Yes ☒

No ☐

N/A ☐

Ordinance Attached

Yes ☐

No ☐

N/A ☒

Comments:

Committee Review?

N/A ☒

Name

Committee Recommendation:

Request Reviewed by:

Chairman _____ Counsel _____

Auditor _____ GSA Director _____

CAO _____ Risk Management _____

Distribution Instructions:

FOR CLERK USE ONLY

Meeting Date _____ Time _____ Item # _____

Board Action: Approved Yes____ No____ Unanimous Vote: Yes____ No____

Ayes: _____ Resolution _____ Ordinance _____ Other: _____

Noes _____ Resolution _____ Ordinance _____

Absent: _____ Comments: _____

Distributed on

Completed by

A new ATF is required from

Department

For meeting

of

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador Fire Protection District.

ATTEST: _____

AFPD Board Clerk

AMADOR FIRE PROTECTION DISTRICT

810 Court Street, Jackson California 95642-2132 (209) 223-6391



MEMORANDUM

To : Honorable Board of Directors

From : Walter White, Fire Chief

Date : June 18, 2019

SUBJECT : Request for Approval of Agreement with Wittman Enterprise LLC

With the approval of the Amador Fire Protection District First Responder Fee on the Board Meeting of May 21, 2019, the District solicited quotes for services from the following vendors for professional billing services.

Wittman Enterprise LLC – Provided a quote of \$12.50 per incident billed.

Fire Recovery USA – Provided a quote of \$25.00 per incident billed.

Intermedix Corporation - They were non responsive and did not provide a quote.

The District is seeking approval to sign an agreement with Wittman Enterprise LLC for professional billing services of the Amador Fire Protection District First Responder Fees.

Other than providing the best valued quote, Wittman has a great deal of experience with medical insurance companies. They have a large medical insurance database. Wittman works with American Legion Ambulance, which will increase likelihood of receiving funds. Working with Wittman can also decrease the amount of paperwork and phone calls our patients would receive.

The Wittman offices are located only 41 miles away from District Headquarters which allows us the opportunity to work face to face for trainings and meetings as needed.

REQUESTED ACTION

Approve as Presented.

BEFORE THE BOARD OF DIRECTORS OF THE
AMADOR FIRE PROTECTION DISTRICT
COUNTY OF AMADOR, STATE OF CALIFORNIA

IN THE MATTER OF:

RESOLUTION APPROVING
AGREEMENT FOR PROFESSIONAL
FIRST RESPONDER FEE BILLING
SERVICES WITH WITTMAN ENTERPRISE LLC

RESOLUTION NO. AFPD 19-

BE IT RESOLVED by the Board of Directors of the Amador Fire Protection District, that said Board does hereby approve the agreement by and between the Amador Fire Protection District and Wittman Enterprises LLC, on the terms and conditions contained therein as it relates to providing professional first responder billing services.

BE IT FURTHER RESOLVED that the Fire Chief of the Amador Fire Protection District be and hereby is authorized to sign and execute said agreement on behalf of the Amador Fire Protection District.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Amador Fire Protection District at a regular meeting thereof, held on the 18^h day of June, 2019 by the following vote:

AYES:

NOES:

ABSENT:

President, Board of Directors

ATTEST:
LINDSEY CLARK, Clerk of the
Amador Fire Protection District,
Amador County, California

**AGREEMENT FOR PROFESSIONAL FIRST RESPONDER BILLING SERVICES
BETWEEN AMADOR FIRE PROTECTION DISTRICT
AND WITTMAN ENTERPRISES, LLC**

This Agreement made and entered into this first day July, 2019, by and between **Amador Fire Protection District**, hereinafter referred to as “PROVIDER,” and **Wittman Enterprises, LLC**, hereinafter referred to as “W.E.”

RECITALS

WHEREAS, PROVIDER desires to use the first responder billing service offered by W.E. an independent contractor, as its agent for the purpose of performing the services described in SECTION 2. SCOPE OF SERVICES.

WHEREAS, concurrently with entering into this Agreement that parties are also entering into the HIPAA Business Associate Agreement (“HIPAA Agreement”), attached hereto and incorporated by this reference as though fully set forth herein; and

WHEREAS, this Agreement is the “UNDERLYING Agreement” as defined by and reference in the HIPAA Agreement.

WITNESSETH: That the parties hereto have mutually covenanted and agreed, and by these presents do covenant and agree with each other as follows:

1. TERM: This Agreement shall commence on the date it is executed by W.E. and PROVIDER and it shall continue in full force unless terminated by either party, giving ninety (90) days advance written notice to the other party.

2. SCOPE OF SERVICES: W.E. will perform services as set forth detailed in this section. PROVIDER understands, agrees to, and accepts that W.E. has no responsibility or obligation for determining the accuracy of any claims made to governmental agencies, and that W.E. relies on PROVIDER for making any such claims on documentation. All services provided pursuant to this Agreement shall also be subject to the terms and conditions of the HIPAA Agreement. To the extent there is any conflict between the provisions of this Agreement and the provisions of the HIPAA Agreement, the HIPAA Agreement will control, as set forth in Section 5.3 of the HIPAA Agreement.

2.1 Private Insurance Billing for First Response Calls

W.E. to prepare all insurance-request mailings. Correspondence to patients will be on 8 x 11 requests for insurance and will be placed in envelopes, sealed and mailed, postage prepaid. Initial mailing occurs within four (4) days of receipt of first responder tickets. The Patient may also have the option to receive information electronically. A toll free 800-like telephone number will be provided to patients. An initial telephone call will also be made at this time to elicit any insurance information from the patient or patient’s family. If they receive no answer on this call, W.E will proceed with one additional insurance information request and phone call attempt with the patient. The standard schedule is as follows:

Private Insurance Schedule (Option 1)

- | | |
|-----------------------------------|-------------|
| 1. Request for information letter | Immediately |
| 2. Phone Call to patient | 15 days |
| 3. Request for information letter | 30 days |

Private Insurance Schedule (Option 2)

- | | |
|-----------------------------------|-------------|
| 1. Request for information letter | Immediately |
| 2. Phone Call to patient | 15 days |
| 3. Request for information letter | 30 days |
| 4. Request for information letter | 45 days |
| 5. Request for information letter | 60 days |

2.2 Receipts Processing

W.E. will accept payments in the form of cash, check, money order, cashier's check or credit card. All cash receipts will be deposited and posted within one (1) day of receipt of funds. All funds will be deposited into a PROVIDER-designated bank account. Bank deposit receipts will be sent electronically to PROVIDER. W.E. shall have no access to the proceeds of the receipts. All funds are under the exclusive control of PROVIDER.

All credit card fees incurred through payment processing will be the responsibility of the PROVIDER. A credit card processor/merchant account will be designated and set up by PROVIDER.

2.3 Refunds: W.E. will research and verify all overpayments. If a refund is required, W.E. will submit electronically all supporting documentation to PROVIDER upon completion of research. PROVIDER will issue payment directly to specified party and will send an electronic copy to W.E., to be posted to the Patients account within 24 hours.

2.4 Reports

Monthly, W.E. will perform accurate month end close procedures that will result, as a minimum, in the following reports:

- Monthly Ticket Survey
- Monthly Sales Journal
- Monthly Cash Receipts Journal
- Monthly Receivables Aging
- Management A/R Analysis
- Statistical Reports customized to client needs

Such reports will be available to PROVIDER on the 15th day of the month following the date of service, or ten (10) business days after the final submission of patient care records from the previous month

2.5 Source Documents

W.E. will retain in electronic format all source documents including attachments for six (6) years from the date of the reported incident. When service contracted is terminated, all source documents are returned to PROVIDER in an electronic format at PROVIDER's expense.

3. COMPENSATION AND PAYMENT: W.E. will provide the billing services as stated for a fee as outlined in 3.1. W.E. will invoice Provider at the end of each month. Invoices are payable upon receipt and shall be deemed late if not received by W.E. within thirty (30) calendar days of the invoice date.

3.1 Fees

A. Option 1 (from Section 2.1) \$12.50 per processed incident

OR

B. Option 2 (from Section 2.1) \$15.00 per processed incident

4. FINANCE CHARGE: W.E invoices unpaid by more than forty-five (45) days are subject to a monthly interest charge of 1 1/2% unless in dispute.

5. AGENCY RELATIONSHIP: W.E. is an independent billing service contractor and PROVIDER specifically designates W.E. as its agent for the purpose of performing the services described in Section 11 of this Agreement. W.E. and PROVIDER agree that the intermediaries for Medicare and Medicaid may accept claims prepared and submitted by W.E. on behalf of PROVIDER only so long as this Agreement remains in effect.

5.1 Liaison: PROVIDER shall assign a liaison for conference and communication of any matters subject to the services provided by the contract.

5.2 Coordination of Services: The W.E. and PROVIDER mutually agree that person(s) who have knowledge of this agreement and the legal capacity to comply with this agreement shall be available for conference at all regular business hours. Each party agrees that during a time that this agreement is in effect, the responsible contact person(s) will be available at all regular business hours for communication or other matters of this agreement. The current contact information as of the signing of this agreement is:

Primary Contact for W.E.

Name: Jennifer Gentry
Title: Client Liaison
Address: 11093 Sun Center Drive
Rancho Cordova, CA 95670
Phone: 916-669-4621
Email: jgentry@webillems.com

Primary Contact for PROVIDER

Richard Essaff
Fire Captain
810 Court Street
Jackson, CA 95642
209-223-6391
ressaff@amadorgov.org

5.3 Training: W.E. will provide annual revenue enhancement training for EMS and financial staff. This includes four (4) hours of teleconference, webinar or Skype/ZOOM-facilitated training for PROVIDER general staff and six (6) hours for EMS management. Additional training as requested by PROVIDER at a contract rate of \$85.00 per instructional hour. Additional onsite training as requested by PROVIDER at a contract rate of \$100.00 per hour plus travel expenses.

6. PERFORMANCE MONITORING: W.E. agrees to allow PROVIDER, or any agent or Consultant as they deem so qualified, to monitor audit, review, examine, or study the methods, procedures and results of the billing and collection methods used, at the PROVIDER'S expense.

7. COMPLYING WITH THE LAW: W.E. shall adhere to all applicable state and federal laws and regulations in effect during the term of this Agreement.

8. INSURANCE: W.E. will maintain in force throughout the term of this Agreement the following insurance:

- | | | |
|----|-----------------------------------|----------------------|
| A) | General Liability Insurance, | 3,000,000 aggregate, |
| B) | Professional Liability Insurance, | 1,000,000 |
| C) | Workers Compensation Insurance, | 1,000,000. |

9. INDEMNIFICATION AND HOLD HARMLESS: W.E. hereby agrees to indemnify, defend, and save harmless PROVIDER, its officers and employees from all liability, including any claim of liability and any losses or costs (including reasonable attorneys' fees) arising out of the negligent or intentional act, recklessness or gross negligence of W.E. its officers, or employees.

PROVIDER agrees to defend, indemnify and hold W.E. and its officers, and employees harmless from and against any and all claim, actions, damages, expenses (including reasonable attorney's fees), losses or liabilities incurred by or asserted against W.E. its officer or employees as a result of this Agreement; provided, however, that such duty to defend, indemnify and hold harmless shall not apply to any claim or liability to the extent caused by the negligent or intentional act, recklessness or gross negligence of W.E. its officers, or employees.

10. W.E. LIMITED LIABILITY: W.E. shall use due care in processing the claims of the PROVIDER, but W.E. will be responsible only to the extent of correcting any errors which occur within W.E.'s reasonable control; such errors will be corrected at no additional charge to PROVIDER. This liability of W.E. with respect to this Paragraph shall in any event be limited to the total compensation for the services provided under this Agreement and shall not include any contingent liability, regardless of the form of action.

11. W.E. SERVICES AND RESPONSIBILITIES: W.E. shall perform the following services for PROVIDER.

- (a) screen, prepare, and submit claims to any and all payors including but not necessarily limited insurance carriers, and any other source of pay for first responder incidents.
- (b) track and trace all claims submitted,
- (c) resubmit or otherwise resolve denied or disallowed claims,
- (d) retain all source documents for 72 months,

- (e) provide adequate precautions to protect confidentiality of patient records in accordance with applicable state and federal law.
- (f) timely submit claims, predicated upon normal working conditions and subject to adjustment at any time in the event of any cause or causes beyond the control of W.E.
- (g) conduct all contact and correspondence with beneficiaries or responsible parties.

12. PROVIDER RESPONSIBILITIES: Provider shall have the following responsibilities to W.E.

- (a) Provide W.E. with the proper documentation necessary to prepare claims and reach final adjudication,
- (b) Provide W.E. with any correspondence from the fiscal intermediaries, insurance, attorneys, patients in order for W.E. to perform proper follow up of outstanding billings and proper posting and tracking of accounts receivable.

13. DISPUTES: Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration rules and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. Civil Code of Procedure 1283.05 is incorporated into the discovery provisions of CCP §1283 in all issues arising out of or relating to this Agreement, or the breach thereof.

14. EXCUSE OF NON-PERFORMANCE: Neither party shall be liable for damages to the other party for failure of performance under the terms of this Agreement in the event that party's performance is prevented or made unreasonably difficult or costly by any labor dispute beyond control of the party, war, governmental action, looting, vandalism, earthquake, fire, flood, or any other natural occurrence.

15. DISENGAGEMENT AGREEMENT: Upon termination of the contract, W.E. will continue to perform billing services to the date agreed upon as the termination date. W.E. will return to PROVIDER all previously retained source documents, along with a full accounting of outstanding accounts receivable in an electronic format at the PROVIDER's expense.

16. NOTICE: Any notice given hereunder shall be deemed served immediately if hand-delivered in writing to an officer or other duly appointed representative of the Party to whom the notice is directed, or if transmitted by electronic format to the email address contained in this Agreement or listed below. Notices shall also be deemed served five business days after transmittal by registered, certified, express, or regular mail or by Federal Express to the business address identified in this Agreement.

Wittman Enterprises, LLC
Corinne Wittman-Wong, CEO
11093 Sun Center Drive
Rancho Cordova, CA 95670

Email: cwittmanwong@webillems.com

PROVIDER:
Walter White, Fire Chief
810 Court Street
Jackson, CA 95642

Email: wwhite@amadorgov.org

17. ENTIRETY: Any of the terms or conditions of this Agreement may be waived at any time by the party entitled to the benefit thereof, but no such waiver shall affect or impair the rights of the waiving party to require observance, performance or satisfaction either of that term or condition as it applies on the subsequent occasion or of any other term or condition hereof.

Nothing in this Agreement, whether express or implied is intended to confer any rights or remedies under or by reason of this Agreement on any persons other than the parties to it and their respective successors and assigns, nor is anything in this Agreement intended to relieve or discharge the obligation or liability of any third persons to any party to this Agreement nor shall any provision give any third persons any rights of subrogation or action over against any party to this Agreement

This Agreement sets forth the entire understanding of the parties with respect to the subject matter herein. There are no other understandings, terms or other Agreements expressed or implied, oral or written, except as set forth herein.

IN WITNESS WHEREOF the parties hereto have executed this Agreement the day and year first herein above written.

WITTMAN ENTERPRISES, LLC

PROVIDER

By:

By:

Corinne Wittman-Wong, CEO (Date)

Walter White, Fire Chief (Date)

EXHIBIT 1

Business Associate Agreement

Between Wittman Enterprises, LLC and Amador Fire Protection District

This Business Associate Agreement (“Agreement”) between Amador Fire Protection District (Covered Entity) and **Wittman Enterprises, LLC** (Business Associate) is executed to ensure that Wittman Enterprises, LLC will appropriately safeguard protected health information (“PHI”) that is created, received, maintained, or transmitted on behalf of Amador Fire Protection District in compliance with the applicable provisions of Public Law 104-191 of August 21, 1996, known as the Health Insurance Portability and Accountability Act of 1996, Subtitle F – Administrative Simplification, Sections 261, *et seq.*, as amended (“HIPAA”), and with Public Law 111-5 of February 17, 2009, known as the American Recovery and Reinvestment Act of 2009, Title XII, Subtitle D – Privacy, Sections 13400, *et seq.*, the Health Information Technology and Clinical Health Act, as amended (the “HITECH Act”).

A. General Provisions

1. **Meaning of Terms.** The terms used in this Agreement shall have the same meaning as those terms defined in HIPAA.
2. **Regulatory References.** Any reference in this Agreement to a regulatory section means the section currently in effect or as amended.
3. **Interpretation.** Any ambiguity in this Agreement shall be interpreted to permit compliance with HIPAA.

B. Obligations of Business Associate

Wittman Enterprises, LLC agrees that it will:

1. Not use or further disclose PHI other than as permitted or required by this Agreement or as required by law;
2. Use appropriate safeguards and comply, where applicable, with the HIPAA Security Rule with respect to electronic protected health information (“e-PHI”) and implement appropriate physical, technical and administrative safeguards to prevent use or disclosure of PHI other than as provided for by this Agreement;
3. Report to Amador Fire Protection District any use or disclosure of PHI not provided for by this Agreement of which it becomes aware, including any security incident (as defined in the HIPAA Security Rule) and any breaches of unsecured PHI as required by 45 CFR §164.410. Breaches of unsecured PHI shall be reported to Amador Fire Protection District without unreasonable delay but in no case later than 60 days after discovery of the breach;

4. In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), ensure that any subcontractors that create, receive, maintain, or transmit PHI on behalf of Wittman Enterprises, LLC agree to the same restrictions, conditions, and requirements that apply to Wittman Enterprises, LLC with respect to such information;
5. Make PHI in a designated record set available to the Amador Fire Protection District and to an individual who has a right of access in a manner that satisfies the Amador Fire Protection District's obligations to provide access to PHI in accordance with 45 CFR §164.524 within 30 days of a request;
6. Make any amendment(s) to PHI in a designated record set as directed by Amador Fire Protection District, or take other measures necessary to satisfy the Department's obligations under 45 CFR §164.526;
7. Maintain and make available information required to provide an accounting of disclosures to Amador Fire Protection District or an individual who has a right to an accounting within 60 days and as necessary to satisfy the department's obligations under 45 CFR §164.528;
8. To the extent that Wittman Enterprises, LLC is to carry out any of the Amador Fire Protection District's obligations under the HIPAA Privacy Rule, Wittman Enterprises, LLC shall comply with the requirements of the Privacy Rule that apply to the department when it carries out that obligation;
9. Make its internal practices, books, and records relating to the use and disclosure of PHI received from, or created or received by Wittman Enterprises, LLC on behalf of the Amador Fire Protection District, available to the Secretary of the Department of Health and Human Services for purposes of determining Wittman Enterprises, LLC and the department's compliance with HIPAA and the HITECH Act;
10. Restrict the use or disclosure of PHI if Amador Fire Protection District notifies Wittman Enterprises, LLC of any restriction on the use or disclosure of PHI that the Department has agreed to or is required to abide by under 45 CFR §164.522; and
11. If Amador Fire Protection District is subject to the Red Flags Rule (found at 16 CFR §681.1 *et seq.*), Wittman Enterprises, LLC agrees to assist the Department in complying with its Red Flags Rule obligations by: (a) implementing policies and procedures to detect relevant Red Flags (as defined under 16 C.F.R. §681.2); (b) taking all steps necessary to comply with the policies and procedures of the Department's Identity Theft Prevention Program; (c) ensuring that any agent or third party who performs services on its behalf in connection with covered accounts of the Amador Fire Protection District agrees to implement reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft; and (d) alerting the Department of any Red Flag incident (as defined by the Red Flag Rules) of which it becomes aware, the steps it has taken to mitigate any potential harm that

may have occurred, and provide a report to Amador Fire Protection District of any threat of identity theft as a result of the incident.

C. Permitted Uses and Disclosures by Business Associate

The specific uses and disclosures of PHI that may be made by Wittman Enterprises, LLC on behalf of the Amador Fire Protection District include:

1. The preparation of invoices to patients, carriers, insurers and others responsible for payment or reimbursement of the services provided by the Amador Fire Protection District to its patients;
2. Preparation of reminder notices and documents pertaining to collections of overdue accounts;
3. The submission of supporting documentation to carriers, insurers and other payers to substantiate the healthcare services provided by the Department to its patients or to appeal denials of payment for the same; and
4. Other uses or disclosures of PHI as permitted by HIPAA necessary to perform the services that Wittman Enterprises, LLC has been engaged to perform on behalf of Amador Fire Protection District.

D. Termination

1. The Amador Fire Protection District may terminate this Agreement if the Department determines that Wittman Enterprises, LLC has violated a material term of the Agreement.
2. If either party knows of a pattern of activity or practice of the other party that constitutes a material breach or violation of the other party's obligations under this Agreement, that party shall take reasonable steps to cure the breach or end the violation, as applicable, and, if such steps are unsuccessful, terminate the Agreement if feasible.
3. Upon termination of this Agreement for any reason, Wittman Enterprises, LLC shall return to Amador Fire Protection District or destroy all PHI received from the Department, or created, maintained, or received by Wittman Enterprises, LLC on behalf of Amador Fire Protection District that Wittman Enterprises, LLC still maintains in any form. Wittman Enterprises, LLC shall retain no copies of the PHI. If return or destruction is infeasible, the protections of this Agreement will extend to such PHI.

Agreed to this first day of July, 2019

Covered Entity

Amador Fire Protection District

Walter White, Fire Chief

Name and Title

Signature

Date: _____

Business Associate

Wittman Enterprises, LLC

Corinne Wittman-Wong, CEO

Name and Title

Signature

Date: _____

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 06/18/2019

From: Walter White
(Department Head - please type)

Phone Ext. x391

☒ Regular Agenda
☐ Consent Agenda
☐ Blue Slip
☐ Closed Session
Meeting Date Requested:
06/18/2019

Department Head Signature Walt White

Agenda Title: Preliminary Budget 2019/2020FY

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Discussion and possible action relative to adoption of the Preliminary Budget and scheduling of public hearing for the Final Budget for July 16, 2019 at 10:30am.

Recommendation/Requested Action:

Approve resolution adopting the 2018/2019 Preliminary Budget and set public hearing for Final Budget for September 18, 2018.

Fiscal Impacts (attach budget transfer form if appropriate)

Staffing Impacts n/a

Is a 4/5ths vote required?

Yes ☒

No ☐

Contract Attached:

Yes ☐

No ☐

N/A ☒

Resolution Attached:

Yes ☒

No ☐

N/A ☐

Ordinance Attached

Yes ☐

No ☐

N/A ☒

Comments:

Committee Review?

N/A ☒

Name _____

Committee Recommendation:

Request Reviewed by:

Chairman _____

Counsel _____

Auditor _____

GSA Director _____

CAO _____

Risk Management _____

Distribution Instructions:

Auditor _____

FOR CLERK USE ONLY

Meeting Date _____

Time _____

Item # _____

Board Action: Approved Yes____ No____

Unanimous Vote: Yes____ No____

Ayes: _____

Resolution _____

Ordinance _____

Other: _____

Noes _____

Resolution _____

Ordinance _____

Absent: _____

Comments: _____

Distributed on _____

Completed by _____

A new ATF is required from _____

Department _____

For meeting _____

of _____

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador Fire Protection District.

ATTEST: _____

AFPD Board Clerk

BEFORE THE BOARD OF DIRECTORS OF THE
AMADOR FIRE PROTECTION DISTRICT
COUNTY OF AMADOR, STATE OF CALIFORNIA

IN THE MATTER OF:
RESOLUTION APPROVING 2019-2020 FISCAL
YEAR PRELIMINARY BUDGET

RESOLUTION NO. AFD 19-07

WHEREAS, to comply with section 13890, 13893, and 13894 of the Health and Safety Code the district board is meeting to adopt a preliminary budget for the 2019-2020 fiscal year; and

THEREFORE BE IT RESOLVED in accordance with Section 13890 of the Health and Safety Code, the 2019-2020 fiscal year preliminary budget for the Amador Fire Protection District is hereby adopted in accordance with the following:

2019-2020 Expenditures Appropriated for fund 45500:

Salaries and employee benefits	\$393,177.00
Services and supplies	\$649,075.00
Other Charges	\$474,514.00
Fixed assets	\$80,000.00
Contingencies	\$0.00
Provision for Reserves	\$0.00

2019-2020 Expenditures Appropriated for fund 85800:

Salaries and employee benefits	\$2,818,243.00
Services and supplies	\$456,228.00
Fixed assets	\$0.00
Provision for Reserves	\$0.00

2019-2020 Total Expenditures Appropriated:

Salaries and employee benefits	\$3,211,420.00
Services and supplies	\$1,105,303.00
Other Charges	\$474,514.00
Fixed assets	\$80,000.00
Contingencies	\$0.00
Provision for Reserves	\$0.00

Total	\$4,871,237.00
--------------	-----------------------

BE IT FURTHER RESOLVED that the appropriations which constitutes the total to the objects and sub-objects of the expenditures listed in the proposed budget and as altered through additions or subtractions are hereby adopted by reference; and

BE IT FURTHER RESOLVED that the President be and hereby is authorized to sign and execute said preliminary budget on behalf of the Amador Fire Protection District.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Amador Fire Protection District at a regular meeting thereof, held on the 18th day of June, 2019, by the following vote:

AYES:

NOES:

ABSENT:

President, Board of Directors

ATTEST:_____

LINDSEY CLARK, Clerk of the Amador Fire Protection District, Amador County, California

District Notes for Budget Unit : 8550 Amador Fire Protection District General Budget

Please provide comments in the space provided below. You may also attach additional documentation. If additional documentation is provided, please ensure to put Budget Name and Unit number at the top. Thank you.

Expenses:

Please note that many of the expense line items in the 8550 budget have increased. This is due to removing paid staff training, uniforms, and professional services from the Measure M 8588 budget to ensure compliance with the ballot language of Measure M.

Historically we have done a budget transfer for the salary of the Fire Chief from 8550-52800 to the Measure M Budget. Moving forward the Fire Chief will be paid out of the General 8550 budget with Prevention and Admin Staff. This will alleviate complicated journals and staff time for the Auditor's Office.

Revenue:

Revenues for the 8550 General budget remain relatively level compared to years past. We have applied for two FEMA Assistance to Firefighters Grants for radio equipment and a prevention trailer. They both have a 5% cost share which is incorporated into the budget.

Fixed Assets:

For Capital Improvements, we have budgeted to install the new required septic system at Station 111 in Pioneer on the property purchased in 2018. We will also need to replace the roof on the apparatus garage at Station 111 as we do not feel that it will sustain another winter.

For Fixed Assets we have budgeted \$40,000 for a new Type 1 OES Engine that we have the opportunity to purchase from Cal OES. This engine is in great condition, has low mileage, and comes fully stocked with necessary equipment.

Other Comments:

We have worked with County CAO Chuck Iley, and the County will take over the administration of the dispatching contract with Cal-Fire, and will no longer transfer 172 monies in the amount of \$260,368 to the 8550 budget.

8550

Revenues			Expenses		
41010 Current Secured	\$	18,500.00	50100	Salaries (Admin, FC, Prevention, Interns)	\$ 291,830.00
41020 Current Unsecured	\$	3,800.00	Admin	\$	130,519.00
44100 Interest	\$	10,000.00	Prevention	\$	62,271.00
45260 State Homeowners Property	\$	100.00	Fire Chief	\$	99,040.00
45490 State Mandated Costs	\$	-	50300	Retirement (Lindsey Pers, others @ 8.4%)	\$ 20,106.98
45600 Other Government State (Equipment Monies for Strik	\$	28,080.41	50304	PERS MISC UNFUNDED	11692.25
45640 Aid from Other Agenciesv (172 Monies for Dispatching)			50310	Payroll Taxes	\$ 23,930.06
46009 Charges for Services	\$	157,500.00	50400	Employee Group Insurance (Chief & L	\$ 34,117.50
46024 Fire Impact Fees	\$	8,500.00	50500	Workers Comp	\$ 10,500.00
46165 Fire Prevention Fees (Inspections, Plan Review)	\$	10,000.00	50600	Unemployment Insurance	\$ 1,000.00
47010 Assessments	\$	637,000.00	51110	Safety Clothing	\$ 35,000.00
47183 Fema Fire Grant (Radios & Prevention)	\$	340,500.00	Structure PPE	\$	20,000.00
47184 Volunteer Fire Grant	\$	-	Wildland PPE	\$	15,000.00
101455-47890 Miscellaneous Revenues	\$	60,000.00	Boots	\$	4,000.00
101615-47890 In Lieu of Water Fees (Can only be used for hose anc	\$	3,600.00	51200	Communications	\$ 42,799.00
101666-47890 JRCH Future Expenses (PPE and Engine)	\$	44,800.00	HQ Phones	\$	1,250.00
101615 Not Revenue but pulled from Cash Account	\$	7,500.00	Volcano	\$	5,000.00
101456 Not Revenue but pulled from Cash Account (94000)	\$	80,000.00	ATT and ATT Calnet	\$	1,650.00
101666 Not Revenue but pulled fro Cash Account	\$	35,000.00	Cell Phones & Ipads	\$	6,500.00
			Prevention Phone Stipends	\$	600.00
			Radios Handhelds and Pagers (including batteries)	\$	27,799.00
			Radios In Apparatus	\$	-
			51500	Insurance	\$ 65,000.00
			51700	Maint. Equipment	\$ 118,500.00
			Tires	\$	15,000.00
			Apparatus Maintenance	\$	80,000.00
			Pump testing	\$	3,500.00
			SCBA Testing/hydro, fit testing from yates	\$	12,000.00
			Extrication Testing	\$	5,500.00
			Ladder Testing	\$	2,500.00
			51760	Programs/Licenses	\$ 23,267.00
			IT Cost Matrix	\$	6,150.00
			Lexipol	\$	8,500.00
			Quickbooks	\$	1,500.00
			Emergency Reporting	\$	3,607.00
			Avenza Maps	\$	1,000.00
			Callback Staffing	\$	2,400.00
			Norton Antivirus	\$	110.00
			51800	Building Improve	\$ 12,000.00
			122 Door	\$	500.00
			123 Roof Leak	\$	1,500.00
			General Maint (Includes 121/122 Gravel)	\$	10,000.00
			52000	Memberships	\$ 2,490.00
			NFPA Code Compliance	\$	445.00
			FDAC	\$	650.00
			CFCA	\$	750.00
			Northern CA FPO	\$	110.00
			CalPELRA	\$	370.00
			CFCA Admin Serv Assoc	\$	65.00
			Sac Sierra Arson Task Force	\$	100.00
			52200	Office Supplies	\$ 7,500.00
			Computers	\$	1,500.00
			Printers	\$	500.00
			Ink and toner	\$	1,500.00
			General Office Supplies	\$	2,000.00
			Print charges	\$	2,000.00
			52211	GSA Cost Allocation	\$ 1,500.00
			52300	Professional Serv.	\$ 45,500.00
			Quickbooks (Check and payroll Fees)	\$	2,500.00
			First Responder Fee Billing Costs	\$	18,000.00
			Attorney, Investigator Fees	\$	20,000.00
			Hiring Costs 4paid 6 Intern (Background, Livescan, Med)	\$	5,000.00
			52329	Training	\$ 69,219.00
			Training Benefit (CPR, EMT, DMV)	\$	10,619.00
			Training Allowance	\$	14,000.00
			Training Props	\$	6,600.00
			Hotels, Meals, Mileage	\$	2,500.00
			West Valley Training	\$	33,500.00
			Admin Training	\$	2,000.00
			52400	Publications	\$ 3,535.00
			CA CoC Labor Law Posters	\$	250.00
			NFPA Codes	\$	1,495.00
			Barclays CA Code Title 19	\$	251.00
			NFPA 13 & 25	\$	294.00
			NFPA 72	\$	170.00
			NFPA 24 Fire, Electrical, Mechanical, Building	\$	800.00
			NFPA Fire Protection Handbook	\$	275.00
			52500	Equip. Rent/Lease	\$ 1,800.00
			Lease for HQ Printer	\$	1,800.00
			52600	Builing Rent/Lease	\$ 6,550.00
			St. 112 Storage	\$	5,400.00
			Airport Storage	\$	1,150.00
			52700	Small Tools	\$ 42,250.00
			Janitorial Supplies	\$	7,800.00
			Medical Supplies	\$	7,500.00
			Small Tools & Equipment (\$7500 Hose)	\$	18,000.00
			Batteries	\$	800.00
			Apria	\$	500.00
			Prevention Tools	\$	2,300.00
			SCBA Masks and Quick Connects	\$	3,850.00
			Small Tool Maintenance	\$	1,500.00
			52800	Special Dept.	\$ 50,400.00
			Uniforms (Paid)	\$	29,300.00
			Uniforms \$350(Prevention/Admin)	\$	1,750.00
			Badges	\$	200.00
			Kirkwood	\$	5,000.00
			Events (Fair, Parades, etc)	\$	650.00
			Prevention materials (kids hats, Stickers, etc)	\$	2,000.00
			Subsistence for Training and Fires	\$	1,500.00
			Misc.	\$	10,000.00
			52900	Gas/Travel	\$ 84,800.00
			WEX	\$	54,000.00
			Hunt & Sons	\$	30,000.00
			DEF	\$	800.00
			52910	Meetings & Conventions	\$ 5,865.00
			FDAC	\$	500.00
			CFCA Annual Conference	\$	500.00
			CalPELRA Conference	\$	1,065.00
			FDAC Fire Leadership Academy	\$	1,500.00
			CA Fire Prevention Officers Training Institute	\$	2,000.00
			National Fire Academy	\$	300.00
			53000	Utilities	\$ 31,100.00
			PGE	\$	10,500.00
			Kamps	\$	7,500.00
			Water	\$	3,300.00
			Aces	\$	1,800.00
			PGCSD	\$	8,000.00
			54183	FEMA Fire Grant	\$ 357,525.00
			AFG Radios Grant Award	\$	160,520.00
			AFG Radios 5% Cost Share	\$	8,026.00
			AFG Prevention Grant Award	\$	179,980.00
			AFG Prevention 5% Cost Share	\$	8,999.00
			54184	VFA Fire Grant	\$ -
			55201	Loan Principal	\$ 102,596.86
			E5111	\$	42,518.37
			E5141	\$	60,078.49
			55202	Loan Interest	\$ 14,391.78
			E5111	\$	9,023.36
			E5141	\$	5,368.42
			56110	Capital Improve	\$ 40,000.00
			111 septic	\$	30,000.00
			111 Roof	\$	10,000.00
			56200	Fixed Assests	\$ 40,000.00
			Type OES for Plymouth	\$	40,000.00
\$	1,444,880.41		\$	1,596,765.43	

COUNTY OF AMADOR
STATE OF CALIFORNIA
SPECIAL DISTRICTS
AMADOR FIRE PROTECTION DISTRICT BUDGET DETAIL
FISCAL YEAR 2019-2020

State Controller
County Budget Act

SCHEDULE 16
GOVERNED BY:
LOCAL BOARD

	ACTUAL 2016-2017	ACTUAL 2017-2018	RECOMMENDED 2018-2019	ADOPTED 2018-2019	REQUESTED 2019-2020
SALARIES AND EMPLOYEE BENEFITS					
50100 SALARIES AND WAGES	122,326.42	122,548.15	141,434.00	137,000.00	291,830.00
50300 RETIREMENT - EMPLOYER'S SHARE	11,266.09	5,007.42	12,000.00	11,000.00	20,107.00
50304 PERS MISC UNFUNDED LIABILITY	0.00	7,613.04	0.00	0.00	11,693.00
50310 FICA/MEDICARE - EMPLOYER'S SHARE	9,538.62	9,311.02	10,600.00	12,000.00	23,930.00
50400 EMPLOYEE GROUP INSURANCE	7,319.70	7,238.65	18,200.00	18,200.00	34,117.00
50500 WORKER'S COMPENSATION INSURANCE	1,847.89	6,490.11	6,000.00	6,000.00	10,500.00
50600 UNEMPLOYMENT INSURANCE	1,622.48	750.75	1,500.00	1,500.00	1,000.00
TOTAL SALARIES/EMPLOYEE BENEFITS	153,921.20	158,959.14	189,734.00	185,700.00	393,177.00
SERVICES AND SUPPLIES					
51110 SAFETY CLOTHING	33,292.82	48,045.39	30,000.00	30,000.00	35,000.00
51200 COMMUNICATIONS	14,427.65	14,591.72	15,000.00	15,000.00	42,799.00
51500 INSURANCE	59,519.02	57,325.32	65,000.00	65,000.00	65,000.00
51700 MAINTENANCE - EQUIPMENT	144,454.22	170,908.43	110,000.00	110,000.00	118,500.00
51760 MAINTENANCE - PROGRAMS	14,496.85	10,800.14	15,000.00	15,000.00	23,267.00
51800 MAINTENANCE - BLDGS/IMPROVEMENTS	8,139.55	7,555.48	10,000.00	10,000.00	12,000.00
52000 MEMBERSHIPS	2,193.79	2,534.47	2,700.00	3,000.00	2,490.00
52200 OFFICE EXPENSES	4,922.16	6,026.41	6,000.00	6,450.00	7,500.00
52211 G.S.A. DEPT COST ALLOCATION	757.00	1,730.00	2,000.00	2,000.00	1,500.00
52300 PROFESSIONAL & SPECIALIZED SERVICES	243,380.76	238,816.57	273,068.00	273,068.00	45,500.00
52329 TRAINING	5,021.90	15,398.61	15,000.00	15,000.00	69,219.00
52400 PUBLICATIONS & LEGAL NOTICES	4,044.17	3,610.82	5,000.00	5,000.00	3,535.00
52500 RENTS, LEASES - EQUIPMENT	1,959.49	1,928.17	3,000.00	3,000.00	1,800.00
52600 RENTS, LEASES - BLDGS/IMPROVEMENTS	6,511.20	6,511.20	137,000.00	137,000.00	6,550.00
52700 MINOR EQUIPMENT	33,552.70	52,295.73	60,000.00	65,000.00	42,250.00
52800 SPECIAL DEPARTMENTAL EXPENSE	161,117.76	182,270.28	145,000.00	169,000.00	50,400.00
52900 G.S.A. AND IN-COUNTY TRAVEL	64,131.11	72,534.44	70,000.00	70,000.00	84,800.00
52910 MEETINGS AND CONVENTIONS	1,376.10	549.00	4,000.00	4,000.00	5,865.00
53000 UTILITIES	29,861.36	24,668.79	28,000.00	28,000.00	31,100.00
TOTAL SERVICES AND SUPPLIES	833,159.61	918,100.97	995,768.00	1,025,518.00	649,075.00
OTHER CHARGES					
54184 FEMA FIRE GRANT	0.00	19,004.67	0.00	5,020.00	357,525.00
55201 DEBT SERVICE PRINCIPAL	0.00	96,990.00	99,754.00	99,754.00	102,597.00
55202 DEBT SERVICE INTEREST	0.00	19,998.64	17,235.00	17,235.00	14,392.00
TOTAL OTHER CHARGES	0.00	135,993.31	116,989.00	122,009.00	474,514.00
FIXED ASSETS					
56110 BUILDINGS AND IMPROVEMENTS	24,300.00	22,298.20	32,000.00	70,000.00	40,000.00
56200 EQUIPMENT	111,697.30	338,433.87	95,000.00	85,000.00	40,000.00
TOTAL FIXED ASSETS	135,997.30	360,732.07	127,000.00	155,000.00	80,000.00
59500 CONTINGENCIES	0.00	0.00	0.00	0.00	0.00
TOTAL - AMADOR FIRE PROTECTION DISTRICT	1,123,078.11	1,573,785.49	1,429,491.00	1,488,227.00	1,596,766.00

Fund 45500
Dept. 8550

COUNTY OF AMADOR
STATE OF CALIFORNIA
SPECIAL DISTRICTS
AMADOR FIRE PROTECTION DISTRICT BUDGET DETAIL
FISCAL YEAR 2019-2020

State Controller
County Budget Act

SCHEDULE 16
GOVERNED BY:
LOCAL BOARD

SUMMARY BY SOURCE	ACTUAL 2016-2017	ACTUAL 2017-2018	RECOMMENDED 2018-2019	ADOPTED 2018-2019	REQUESTED 2019-2020
FUND BALANCE	474,317.00	829,911.00	626,633.00	279,542.00	567,308.00
ADDITIONAL FINANCING SOURCES:					
PROPERTY TAXES	18,205.78	19,154.43	17,685.00	17,685.00	22,300.00
HOMEOWNERS EXEMPTION	224.42	315.08	200.00	200.00	100.00
AID FROM OTHER AGENCIES	240,368.00	260,431.64	240,368.00	240,368.00	0.00
SPECIAL ASSESSMENTS	603,945.04	618,357.92	624,000.00	624,000.00	637,000.00
INTEREST	5,472.06	12,135.63	6,000.00	6,000.00	10,000.00
IMPACT FEES/MITIGATION	12,475.45	11,891.85	10,000.00	10,000.00	8,500.00
OTHER GOVERNMENT STATE	103,433.21	155,596.51	20,000.00	30,000.00	28,080.00
FEES FOR SERVICES	232,468.18	159,966.03	171,837.00	180,424.00	157,500.00
FEMA FIRE GRANT	(10,878.00)	10,878.00	0.00	0.00	340,500.00
FIRE PREVENTION FEES	14,652.25	10,424.45	10,000.00	10,000.00	10,000.00
VOLUNTEER FIRE GRANT	0.00	9,502.33	10,000.00	5,020.00	0.00
MISCELLANEOUS	341,193.06	224,386.57	85,000.00	85,000.00	108,400.00
TOTAL ADDITIONAL FINANCING SOURCES	1,561,559.45	1,493,040.44	1,195,090.00	1,208,697.00	1,322,380.00
CANCELLATION OF RESERVES	0.00	0.00	0.00	0.00	0.00
TOTAL AVAILABLE FINANCING	2,035,876.45	2,322,951.44	1,821,723.00	1,488,239.00	1,889,688.00
SUMMARY OF FINANCING REQUIREMENTS					
FINANCING USES:					
TOTAL SALARIES AND BENEFITS	153,921.20	158,959.14	189,734.00	185,700.00	393,177.00
TOTAL SERVICES AND SUPPLIES	833,159.61	918,100.97	995,768.00	1,025,518.00	649,075.00
TOTAL OTHER CHARGES	0.00	135,993.31	116,989.00	122,009.00	474,514.00
TOTAL FIXED ASSETS	135,997.30	360,732.07	127,000.00	155,000.00	80,000.00
CONTINGENCIES	0.00	0.00	0.00	0.00	0.00
TOTAL FINANCING USES	1,123,078.11	1,573,785.49	1,429,491.00	1,488,227.00	1,596,766.00
PROVISIONS FOR RESERVES	82,887.00	234,062.00	0.00	12.00	0.00
TOTAL FINANCING REQUIREMENTS	1,205,965.11	1,807,847.49	1,429,491.00	1,488,239.00	1,596,766.00
Fund 45500					

District Notes for Budget Unit : 8588 Amador Fire Protection District Measure M

Please provide comments in the space provided below. You may also attach additional documentation. If additional documentation is provided, please ensure to put Budget Name and Unit number at the top. Thank you.

Expenses:

We have changed both the structure and budgeting philosophy of the 8588 budget beginning this fiscal year. Salaries no longer indicate funding from potential strike team deployments as they are not guaranteed, and there is no way to properly guess how many deployments may arise during the year. The salaries do include a 4% increase in wages to keep us on track to be able to comply with the January 2022 increase to \$15.00/hour, as well as the mandated 2% increase as agreed upon in the current MOU.

Many of the individual line items have decreased or increased due to budgeting for our full liabilities, and movement of items into the General 8550 budget to comply with the Ballot Language set forth for Measure M.

Revenue:

Revenues have remained relatively flat with the exceptions of Miscellaneous due to not budgeting for potential strike team deployments, and a new SAFER Grant that we have applied for which if awarded would allow us to move forward with our first steps towards an Advance Life Support program as approved in our 5 year strategic plan.

Fixed Assets:

Other Comments:

8588

Revenues

46009 Charges for Services (JRCH Contract)(First Responder I	\$	1,253,000.00
47894 CFD Disbursement Revenue	\$	42,000.00
45640 172 monies for St114 Amador Plan	\$	258,000.00
45641 Measure M	\$	1,400,000.00
47890 Misc. Rev. (Strike Team and W/C Reimburse)	\$	85,870.19
47187 2018 SAFER GRANT	\$	321,471.00

Totals \$ 3,360,341.19

50100

Firefighter Regular Pay
Volunter BC Stipends
Holiday
BC Standby
OT based on Sick, Vac Liabilities
Dec MW @ 4% and Mar COLA @ 2%
Cash In Lieu of Medical
Volunteer/Intern Stipends

50300

50310

50400

50500

50600

52329

Volunteer Training

52800

Volunteer Pay Per Calls

Volunteer Uniforms

54187

Expenses

Salaries	\$	1,877,113.00
\$	1,354,386.00	
\$	24,600.00	
\$	72,000.00	
\$	26,327.00	
\$	235,000.00	
\$	41,000.00	
\$	95,000.00	
\$	28,800.00	
Retirement (8.4% total liability)	\$	126,000.00
Payroll Taxes	\$	153,924.00
Benefits (15% projected increase)	\$	453,206.00
Workers Comp Insurance	\$	200,000.00
Unemployment Insurance	\$	8,000.00
Training	\$	3,000.00
\$	3,000.00	
Special Departmental	\$	24,600.00
\$	15,000.00	
\$	9,600.00	
2018 SAFER GRANT	\$	428,628.00

Totals \$ 3,274,471.00

COUNTY OF AMADOR
STATE OF CALIFORNIA
SPECIAL DISTRICTS
AFPD - MEASURE M BUDGET DETAIL
FISCAL YEAR 2019-2020

State Controller
County Budget Act

SCHEDULE 16
GOVERNED BY:
LOCAL BOARD

		ACTUAL 2016-2017	ACTUAL 2017-2018	RECOMMENDED 2018-2019	ADOPTED 2018-2019	REQUESTED 2019-2020
	SALARIES AND EMPLOYEE BENEFITS					
50100	SALARIES AND WAGES	2,299,177.81	2,393,075.13	2,157,640.00	2,157,640.00	1,877,113.00
50300	RETIREMENT - EMPLOYER'S SHARE	62,421.98	77,475.35	92,500.00	92,500.00	126,000.00
50310	FICA/MEDICARE - EMPLOYER'S SHARE	174,404.90	184,935.72	171,480.00	171,480.00	153,924.00
50400	EMPLOYEE GROUP INSURANCE	361,725.93	342,208.55	400,000.00	400,000.00	453,206.00
50500	WORKER'S COMPENSATION INSURANCE	151,033.12	195,347.00	200,000.00	200,000.00	200,000.00
50600	UNEMPLOYMENT INSURANCE	15,151.69	19,024.93	11,000.00	11,000.00	8,000.00
	TOTAL SALARIES/EMPLOYEE BENEFITS	3,063,915.43	3,212,066.68	3,032,620.00	3,032,620.00	2,818,243.00
	SERVICES AND SUPPLIES					
52300	PROFESSIONAL & SPECIALIZED SERVICES	122,916.39	82,107.32	28,000.00	50,000.00	0.00
52329	TRAINING	30,794.06	9,282.00	10,000.00	20,000.00	3,000.00
52800	SPECIAL DEPARTMENTAL EXPENSE	43,145.46	43,185.97	41,000.00	41,000.00	24,600.00
New Line Item	SAFER GRANT					428,628.00
	TOTAL SERVICES AND SUPPLIES	196,855.91	134,575.29	79,000.00	111,000.00	456,228.00
	TOTAL - AMADOR FIRE PROTECTION DISTRICT	3,260,771.34	3,346,641.97	3,111,620.00	3,143,620.00	3,274,471.00

Fund 85800
Dept. 8588

COUNTY OF AMADOR
STATE OF CALIFORNIA
SPECIAL DISTRICTS
AFPD - MEASURE M BUDGET DETAIL
FISCAL YEAR 2019 - 2020

State Controller
County Budget Act

SCHEDULE 16
GOVERNED BY:
LOCAL BOARD

SUMMARY BY SOURCE	ACTUAL 2016-2017	ACTUAL 2017-2018	RECOMMENDED 2018-2019	ADOPTED 2018-2019	REQUESTED 2019-2020
FUND BALANCE	327,899.00	(48,034.00)	(209,040.00)	245,561.00	46,799.00
ADDITIONAL FINANCING SOURCES:					
MEASURE M	1,278,543.50	1,398,030.98	1,361,104.00	1,390,000.00	1,400,000.00
AID FROM OTHER AGENCIES	258,000.00	258,000.00	258,000.00	258,000.00	258,000.00
CONTRACTED SERVICES	1,162,364.53	1,120,363.56	1,310,368.00	1,310,368.00	1,253,000.00
CFD MISC	0.00	79,013.06	39,000.00	39,000.00	42,000.00
MISCELLANEOUS	301,576.60	468,579.74	140,000.00	153,000.00	85,870.00
SAFER GRANT					321,471.00
INTEREST	10,424.92	14,248.87	10,000.00	8,500.00	10,000.00
TOTAL ADDITIONAL FINANCING SOURCES	3,010,909.55	3,338,236.21	3,118,472.00	3,158,868.00	3,370,341.00
CANCELLATION OF RESERVES	0.00	67,000.00	0.00	0.00	0.00
TOTAL AVAILABLE FINANCING	3,338,808.55	3,357,202.21	2,909,432.00	3,404,429.00	3,417,140.00
SUMMARY OF FINANCING REQUIREMENTS					
FINANCING USES:					
TOTAL SALARIES AND BENEFITS	3,063,915.43	3,212,066.68	3,032,620.00	3,032,620.00	2,818,243.00
TOTAL SERVICES AND SUPPLIES	196,855.91	134,575.29	79,000.00	111,000.00	456,228.00
TOTAL FINANCING USES	3,260,771.34	3,346,641.97	3,111,620.00	3,143,620.00	3,274,471.00
PROVISIONS FOR RESERVES	126,249.00	0.00	0.00	260,809.00	0.00
TOTAL FINANCING REQUIREMENTS	3,387,020.34	3,346,641.97	3,111,620.00	3,404,429.00	3,274,471.00

Fund 85800

AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 06/18/2019

From: Walter White
(Department Head - please type)

Phone Ext. x391

☒ Regular Agenda
☐ Consent Agenda
☐ Blue Slip
☐ Closed Session
Meeting Date Requested:
06/18/2019

Department Head Signature Walt White

Agenda Title: MINUTES

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Review and approval of the Board of Directors regular minutes of May 21, 2019 as presented or revised.

Recommendation/Requested Action:

Approve minutes as presented or revised

Fiscal Impacts (attach budget transfer form if appropriate)

n/a

Staffing Impacts n/a

Is a 4/5ths vote required?

Yes ☐

No ☒

Committee Review?

N/A ☒

Name _____

Committee Recommendation: _____

Contract Attached:

Yes ☐

No ☐

N/A ☒

Resolution Attached:

Yes ☐

No ☐

N/A ☒

Ordinance Attached

Yes ☐

No ☐

N/A ☒

Comments: _____

Request Reviewed by:

Chairman _____

Counsel _____

Auditor _____

GSA Director _____

CAO _____

Risk Management _____

Distribution Instructions:

n/a

FOR CLERK USE ONLY

Meeting Date _____

Time _____

Item # _____

Board Action: Approved Yes ___ No ___

Unanimous Vote: Yes ___ No ___

Ayes: _____

Resolution _____

Ordinance _____

Other: _____

Noes _____

Resolution _____

Ordinance _____

Absent: _____

Comments: _____

Distributed on _____

A new ATF is required from _____

Department _____

Completed by _____

For meeting _____

of _____

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador Fire Protection District.

ATTEST: _____

AFPD Board Clerk

**AMADOR FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS**

Meeting Was Recorded
On MP3

Jackson, California
Tuesday, May 21, 2019
10:30am

The Board of Directors of the Amador Fire Protection District met in the County Administration Center, 810 Court Street, Jackson, California, on the above date pursuant to adjournment, and the following proceedings were had, to wit:

Present:

Brian Oneto, Chair
Richard Forster, Director
Pat Crew, Vice Chair
Frank Axe, Director
Jeff Brown, Director

Absent:

Staff:

Walter White, Fire Chief
Lindsey Clark, Clerk of the Board

AGENDA

MOTION: It was moved by Director Forster, seconded by Director Crew, and carried to approve the agenda as presented.

PUBLIC MATTERS NOT ON THE AGENDA: None

PRESENTATIONS

Recognition of Captain Bryan Jones: Chief White presented Captain Jones with a gift from the District and thanked him for his time and dedication to the District over the last 10 years.

Recognition of Firefighter Intern Connor Bagan: Chief White presented Firefighter Intern Connor Bagan with a Firefighter Badge, officially extended his internship for a second year, and congratulated him on the completion of his CA State Firefighter 1 certification and completion of his first year of internship with the District.

PUBLIC HEARINGS

Repeal of Ordinance 002 and Adoption of Ordinance 007 Increase to Fee Schedule: Chair Oneto acknowledge that the hearing was currently open and discussion ensued relative to subject matter. Direction was given to staff to change the Ordinance back to using the CPI as an annual inflator, and to have Prevention Staff track their time for the next year. Public comment was received by the following;

Frank Moreno
Valerie Klinefelter
Jon Colburn
Frank Moreno

MOTION: It was moved by Director Forster, seconded by Director Brown and unanimously carried to continue the public hearing to the specific date of June 18, 2019 at 10:30am.

Ordinance 008 Adoption and Implementation of a First Responder Fee: Chair Oneto acknowledge that the hearing was currently open and discussion ensued relative to subject matter. Public comment was received by the following;

Frank Moreno
JP Soares
Mike Flores
Maurice Johnson
Valerie Klinefelter
Carol Cuneo Mars
Paige Cabral
Louise Nunn
Jon Colburn

MOTION: It was moved by Director Axe, seconded by Director Crew, and unanimously carried to close the public hearing.

MOTION: It was moved by Director Axe, seconded by Director Brown, and unanimously carried to formally adopt Ordinance 008 Implementation of a First Responder Fee with the change of annual inflator back to the CPI for San Francisco, Oakland, and San Jose.

ADMINISTRATIVE MATTERS

Agreement with Lee Winton: Chief White presented subject agreement to the Board and informed them of his intent to have Mr. Winton do a comprehensive evaluation of the District's volunteer program including interviewing all stakeholders in the program. Mr. Winton has instructions to provide a formal evaluation with recommended changes to the Fire Chief. The overall goal of this agreement is to improve the District's volunteer program in the areas of best practices, recruitment, retention, growth, and overall success. Discussion ensued relative to subject matter. Public comment was received by Frank Moreno and Mike Flores.

MOTION: It was moved by Director Forster, seconded by Director Axe and carried to approve the agreement for a comprehensive study of the District's volunteer Program with Lee Winton with the addition to the agreement of a 100 hour cap. Motion passed 4-0 with Director Oneto voting no.

Resolution 19-04

Resolution authorizing President to sign fire agreement with Lee Winton